



# The Home of Early Education and Childcare

Building relationships with families and communities to develop every child, in a nurturing and engaging environment.

# ALWAYS GROWING NURSERY

- Since January 2019, Always Growing Nursery offers a unique blend of childminding and nursery-based childcare
- We offer the personal attention of childminding, within the structure and professionalism of our existing childcare provision, which places independent learning and development at the forefront of what we do

Come and visit us to find out more. Get in touch 07761 293425  
[info@alwaysgrowing.co.uk](mailto:info@alwaysgrowing.co.uk)

## What makes us different?

Stimulating  
Home away from  
Home  
environment

Regular trips and  
visitors

Flexible hours to  
suit your needs

Professional  
rigour,  
qualifications,  
policies and  
procedures

Consistent  
childcare if your  
child attends a  
Windsor school  
after nursery

# BOOKING YOUR PLACE

We are delighted that you are considering booking with Always Growing. Here is a bit more information about how the booking process works and what is required at each stage

1. Email [info@alwaysgrowing.co.uk](mailto:info@alwaysgrowing.co.uk) confirming that you would like to register for the nursery

2. Complete the registration form and booking request form online. You will need to let us know which days and sessions you require at this point

3. If you are eligible for the 2 year old or 3 and 4 year old funding, there are additional forms to complete. We will require this before we confirm your fees

4. Once we receive your booking request, we will send you a fee schedule and breakdown. At this point we require a non-refundable 25% deposit

5. Check out <https://www.childcarechoices.gov.uk> for more information about different schemes available to help save money on your fees

6. We will arrange a date for you to come in with your child to complete our starter pack and consent form and plan when the settling in sessions take place

7. Once the settling sessions have been completed it is time to start your Always Growing Journey! The balance of your fees will be due before the first session

8. Fees are payable one month in advance, so you will need to make sure the payments are set up to reach our account in time.

# NURSERY KEY FEATURES

- Our nursery is open 08:00-18:00 year round. We are closed between Christmas and New Year and Bank Holidays, and for up to 5 inset days too.
- We accept children from the age of 9 months, but also accept 'rising nines' for those children and parents who are ready a little earlier.
- We offer bookings based around full days and half days, with a minimum of four sessions per week (one full day = 2 sessions).
- Bookings are calculated and are payable by a monthly fee. Fees are chargeable 50 weeks of the year.
- We are able to offer the 15 or 30 hours of free childcare. We offer stretched funding and can give you more information about this.

# NURSERY KEY FEATURES

Continuity of childcare as children get older through our after school and school holiday time provisions. We get to know families, children and their needs

Main Room play areas meet the 7 areas of EYFS Development

A language rich environment to encourage positive communication and expression

Structured academic play activities take place throughout the session

Children experience elements of all cultures from around the world through music, stories and art

We provide two freshly prepared home-cooked meals each day, with a different weekly menu. As well as a nutritious breakfast daily. We can cater for all dietary needs

We embrace draw on a range of Early Years pedagogies to promote of independence and real life responsibilities

Two Garden Areas allow for learning and being active in the great outdoors. We also have other school spaces to use and are in an excellent location for local trips and walks

# A TYPICAL MORNING IN THE NURSERY

08:00-09:00

## Arrival and Welcome

Children are dropped to their allocated classroom where they spend the first part of the day. Children need a relaxed, stimulating start and this involves a variety of activities and exploring all of our play areas.

10:30-11:30

## Outdoors and Active

Whether we are on our morning walk, watering our plants or playing in the garden, we appreciate the need to explore the wonderful world outside. We try and do this every morning, unless we have extremely adverse weather. Bring your rain coat and wellies!

09:00-09:30

We provide a nutritious varied breakfast each day. We have fruit, cereal and other breakfast items for the children to choose once they have helped set the table.

11:45-12:30

## Lunchtime

Our four-week menu means the children experience a variety of freshly prepared balanced meals. Our older children are responsible for setting the table and serving themselves food. All children are encouraged to feed themselves and we all eat together, using proper plates, glasses and cutlery. After lunch we say goodbye to our morning children and welcome our afternoon children to the session.

09:30-10:30

A chance to take part in focused activities to build and develop key skills. These activities are designed with the guidance of the Early Years Framework and in line with our pedagogy and the events taking place at that time of year too. We may have a visitor during this time to provide a diverse range of experiences.

# A TYPICAL AFTERNOON IN THE NURSERY

12:30-14:30

Nap time

We welcome our afternoon children during this time who have the chance to join the other children for some quiet time and nap or explore what is on offer in the other room.

17:00-17.30

During this time we have a chance to free play, take part in structured activities and team games. This may be inside or outside depending on the weather and what the children would like to do. Children begin to be collected at this time.

14:45-15:45

This is another chance to take part in different focused activities to build and develop key skills. Children can select different activities they would like to do, linking to our four Pillars of Pedagogy. Children are encouraged to be responsible for clearing up after themselves when they have finished.

17:30-18:00

At the end of the day we have a chance to catch up on the excitement of the day. It is also time to say goodbye to all children as we close.

16:30-17:00

Tea Time

A freshly prepared balanced meal is provided. During tea time, everyone sits together to eat. Like lunchtime, children are expected to take responsibility for setting the table and clearing away.

# EARLY YEARS AND PRACTICAL SUPPORT

- Nursery Practitioners plan and evaluate daily activities to support children's play at the rate and stage that suits your child. Frequent observations are carried out to help identify the stage of children's development and monitor progress carefully to celebrate achievements and identify areas in need of greater focus
- We encourage care of the person and care of the environment throughout the nursery. Alongside this, we are promoting fine motor skills, coordination, sequencing and independence
- We have regular meetings with parents across the year to discuss your child's progress

## Learning Journeys

Holistic recording of learning and development

Links to Early Years Foundation Stage

View your child's progress at a glance whenever you wish on Family

Journey follows the child when they graduate from nursery

Collaborative multi-agency working to support children



# FAMILY - HELPING OUR PARTNERSHIP

- Once your child starts, you will receive log in information for our Family app. You can set up other family members so they can keep in touch too
- Family is an online and mobile tool that will enable us to communicate effectively with you, and vice versa.
- You will be able to get daily insight into your child's activities with the News Feed. It is also a way of monitoring attendance and sickness too
- We use Family as part of our assessment and monitoring of children's development, so you can keep track of this too
- If you have any questions or issues using this software please let us know, it has been designed to make working together easier so we can all focus on supporting the children in every way we can.

**family**

# MEAL TIMES

- All meals are served family style. We sit together and take time to talk about our day. We provide a varied breakfast as well as a rotating hot meal menu for lunch and dinner. We always consider dietary requirements, so please let us know at registration about any specific needs.
- The children are encouraged to do all they can themselves, including setting the table and clearing their own place away. We encourage the use of utensils, but understand when children may still be working on this.
- Children are always encouraged to eat at meal times and to try new tastes and textures. We consult with professionals to ensure our menu is wide-ranging and healthy. We also make sure that there is fruit available throughout the day at snack times
- Children use metal knives and forks as well as glasses and plates. We support them as much or as little as they need throughout this time

# TOILET LEARNING

- We have appropriate size toilets for the children to use
- For those in nappies we change them by the toilets, to encourage the association
- We are happy to discuss a plan for transitioning to underwear and completing toilet training when the time is right

# SLEEP

- The children sleep on nap-time beds and most children have a rest in the afternoon.
- We work with parents to establish the sleep routine for each child
- Children will bring bedding which we will send home at the end of each week
- If your children wets their sheets, we will send them home at pickup time to be washed and returned the following day

# CLOTHING

When your child joins, please ensure they have the following items all labeled:

- At least 3 complete changes of clothes
- Indoor and outdoor shoes
- Fitted sheet and blanket
- Nappies, cream and wipes
- Sun hat and sun cream for summer

- Winter hat, coat, mittens and wellington boots for winter
- All in one waterproof
- Cloth laundry bag
- Toothbrush, toothpaste in a small bag

# EVENTS AND BIRTHDAYS

A young child in a blue hoodie is playing with a yellow ball on a grassy field. The child is leaning forward, looking at the ball. In the background, another child is visible, also playing with a ball.

- We will have events across the year for parents to attend and will communicate these in good time
- We like to celebrate children and staff member's birthdays at the nursery.
- We will usually do this by baking a cake together.
- We ask parents not to bring goody bags but instead to buy a present that could be used by all children. For example, a story book or seeds. These can have a lasting memory for everyone.

# WHAT ELSE WOULD YOU LIKE TO KNOW?

## What experience and qualifications do we have?

Always Growing is passionate about developing staff. We are led by two qualified teachers who are able to draw on their extensive experience of teaching to support the children in our care. All of our Senior Leadership Team hold qualifications at Level 3 or higher and all of our other staff either hold relevant childcare qualifications or are working towards one. We provide regular internal training for everyone, as well as safeguarding training updates.

## How do we support children with additional needs?

Our team is led by our Special Educational Needs Coordinator (SENCO). We have considerable experience in supporting children and young people who have additional needs, medical needs or who are fostered. Please get in touch with us to discuss individual cases and to set up an action plan

## What is the procedure for giving medicine to children?

As outlined in our medical policy, we are able to administer prescribed medicine to children with medical consent. We are also able to support children who may need an auto injector for allergies or children who need regular medication

## What is the approach to discipline?

Always Growing's philosophy is to manage behaviour in a positive way. We have a range of different strategies in managing behaviour and we encourage children to make good choices. We have a clear, consistent routine and structure to engage the children positively. We have sufficient variety and activities available and ensure that we have plenty of staff to support the children in every way

## Where can I see your policies?

All of our policies are available to view, some on our website, or all on site in the nursery.

# MEET THE SENIOR TEAM



**Lewis - Director**

I'm Lewis and I started Always Growing in January 2015 with the aim of providing the highest quality childcare provision. My journey in childcare began with my Level 5 in Playwork. Since then, I have a BSc (Hons) in Psychology, MA Education and am a Qualified Teacher. I am working towards my Doctorate in Education



**Ben - Director**

I'm Ben and have been with Always Growing from the beginning. My journey in childcare began with working in schools and I specialise in Special Educational Needs and inclusion. I have a Post Graduate Certificate in Special Educational Needs and Disability. In addition, I have a BSc (Hons) in Psychology, am a Qualified Teacher, and am the Designated Safeguarding Lead for Always Growing



**Sam - Education and Support Consultant**

I'm Sam and have been working in the Early Years Sector for over 20 years. I am Montessori trained, working with children from birth to 6 years and am also a qualified forest school leader. I am responsible for developing our learning curriculum at Always Growing and putting into place the four pillars of our pedagogy into the children's day to day experiences

# MEET THE SENIOR TEAM



**Tara - Deputy Nursery Leader**

I'm Tara and have been working in childcare for 10 years. I have a level 3 in childcare and am working towards my BA (Hons) Childhood and Youth Studies. I am responsible for the Sunflower Room for children under 2 at Always Growing and support in the day to day running of the nursery as a whole



**Shakiba - Deputy Nursery Leader**

I am Shakiba and I have been working in the Early Years for over 11 years. My drive to gain a deeper insight into child development led me to achieving my BA (Hons) in Childhood and Youth Studies. I am responsible for the Butterfly Preschool Room for children over 2. As an advocate of making a difference to every little mind, I am passionate about working together with all the children, staff and families and help set the right foundation for the little ones' future. We aim to make sure that every voice is heard



# MEET THE NURSERY TEAM



**Amaya - Nursery Teacher**

My name is Amaya and I am from Spain. I hold a Spanish University Degree in Early Years teaching, equivalent to a Level 6 in the UK. One of my aims at Always Growing is to provide a bilingual environment for the children where they can explore different cultures through language and immersive play.



**Nikki - Nursery Teacher**

I am Nikki, I am level 3 qualified in Childcare, Learning and Development, and I hope to start my level 4 qualification soon. I have previously worked as an Ofsted registered Childminder and Nanny. I find working with children very rewarding and enjoy supporting them with their learning and development. I feel extremely privileged to be able to watch them develop throughout their precious early years.

# MEET THE NURSERY TEAM



**Nicole - Apprentice Nursery Teacher**

I'm Nicole I am Level 2 Qualified in Early Years and completing my Level 3 Apprenticeship at Always Growing. I consider myself creative and enjoy portraying this through all the different activities the children do. The best part of working with children is seeing them learn and grow - it's incredibly rewarding.



**Taylor (TJ) - Apprentice Nursery Teacher**

I'm Taylor but everyone knows me as TJ. I have been at Always Growing for 3 years and I have now started my apprenticeship in the nursery, after gaining some valuable experience over the past several months. Within my apprenticeship I will be completing my Level 3 in childcare and look forward to learning new skills to help support children's development.



**Louise - Apprentice Nursery Teacher**

I'm Louise and I started working at Always Growing in September 2019. I'm working towards my Level 3 Apprenticeship. I consider myself a child at heart, so I don't hesitate to get stuck in with the activities planned for the day! I think the most rewarding part of my job is watching the children flourish and grow.

# MEET THE TEAM



**Shirley (Nan) - Housekeeper**

I'm Shirley, Lewis' Nan, but most children, staff and even some parents call me Nan too! I support the nursery team to ensure the areas remain clean and tidy, particularly after meal times and messy play. I am always on hand to support at nap times too and work hard to make the environment a safe and engaging one.



**Georgia - Executive Administrator**

I'm Georgia and I'm working towards my Level 2 Diploma in Business Administration here at Always Growing. I started working here in August 2019 and love working with such an amazing team. I consider myself a helping hand, doing a mixture of admin and childcare when needed. If you call us, chances are it will be me that answers!

# HOW TO FIND US





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