



## **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 PRE-SCHOOL

- Since January 2019, Always Growing has offered a unique approach to early education and childcare that keeps the children at the centre. We are very proud of our pre-school that we began running in October 2020, expanding our reach in early education and childcare to a new community.
- Our unique approach is centred on four pillars of pedagogy (4POP).

Reassuring  
Relationships

Clear  
Communication

Continuous  
Curiosity

Enabling  
Environment

- Pedagogy is the 'how' in our teaching and we would love you to come and visit us to find out more about this. You can also check out our website [here](#).

Get in touch on 01628 604153 or [info@alwaysgrowing.co.uk](mailto:info@alwaysgrowing.co.uk)

# HEADLINE INFORMATION

- Our pre-school is open 09:00-15:00 term-time only. We are closed on Bank Holidays too.
- We accept children from the age of 2 years, but also accept 'rising 2's' for those children and parents who are ready a little earlier.
- We offer bookings based around a range of sessions with minimum booking requirement of 2 sessions per week.
- Bookings are calculated and are payable by a monthly fee, through the 15 or 30 hours of free childcare funding, childcare vouchers or electronic transfer.

# PRE-SCHOOL KEY FEATURES

We are a key member of the Cippenham community and pride ourselves on getting to know families, children and their needs to provide a service the community need

Our classroom meets the 7 areas of EYFS Development

A language rich environment to encourage positive communication and expression

There are structured and child-led play activities take place throughout the session

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

Lunch should be brought from home and be healthy and balanced. We are a nut-free environment and cannot cook food for individual children on site. We provide a morning snack.

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

We have a large garden area that allows for learning and being active in the great outdoors. We are also in an excellent location for local trips and walks

# A TYPICAL MORNING IN THE PRE-SCHOOL

**09:00-09:30**

## **Arrival, welcome and free play**

Children enter a relaxed, stimulating environment to start their day of gently exploring the activities that we have on offer for the day.

**09:30-09:45**

## **Carpet time**

The children and teachers come together for morning carpet time to say Hello to all of the children and to share some songs about the days of the week and weather.

**09:45-11:00**

## **Nappy changes and morning activities**

The children take part in focused activities around their interests and calendar events to build and develop key skills. We use national guidance and our 4POP pedagogy to provide a range of experiences. The children's nappies are changed during this time.

**11:00-11:40**

## **Outdoor time**

We appreciate the need to explore the wonderful world outside in our garden. We try and do this every morning so bring your waterproofs!

**11:40-12:00**

## **Circle time**

This is a special opportunity for the teachers to share their love and the importance of reading with the children and is one of the highlights of the day. Children are encouraged to talk about the pictures and about what might happen next before creating their own music and singing.

It is then time for lunch which children bring in from home and is another important opportunity to promote independence.

***At 12:00 we say goodbye to our morning children and welcome our afternoon children to the session.***

# A TYPICAL AFTERNOON IN THE PRE-SCHOOL

**12:00-12:30**

## **Lunch time**

The children eat their packed lunches in a family style lunch. All children are encouraged to feed themselves, using proper plates, glasses and cutlery with support from the teachers.

**14:00-14.45**

## **Outdoor time**

We enjoy the great outdoors again, appreciating the need to explore the wonderful world outside in our garden.

**12:30-12:45**

## **Carpet time**

The children and teachers come together for afternoon carpet time to say Hello to all of the children and to share some songs about the days of the week and weather. The children's nappies are changed during this time.

**14:45-15:00**

## **Carpet time**

A time to come together for some songs or a story before the children go home.

**12:45-14:00**

## **Afternoon activities and nappies**

The children continue to take part in focused activities around their interests and calendar events to build and develop key skills. We use national guidance and our 4POP pedagogy to provide a range of experiences.

# EARLY YEARS AND PRACTICAL SUPPORT

- Always Growing teachers 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 pre-school. Alongside this, we are promoting fine motor skills, coordination, sequencing and independence
- We have meetings with parents across the year to discuss your child's progress

## Online 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

Digital copy goes home with child when they leave pre-school

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 can also notify us of attendance and sickness
- You will be able to get a weekly insight into your child's activities with the News Feed
- We use Family as part of our assessment and monitoring of children's development, so you can keep track of this and add your own observations and news from home.
- 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 eaten family style. We sit together and take time to talk about our day. We ask parents to provide a healthy, cold packed lunch and we provide a snack for the morning session.
- We always consider dietary requirements, so please let us know at registration about any specific needs and remember, we are a nut-free environment.
- 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 use metal knives and forks and are starting to use glasses and plates wherever possible. We support them as much or as little as they need throughout this time.

# GOING GREEN

At Always Growing we strive to reduce our carbon footprint in anyway we can, there are several ways in which we do this and many good reasons why.

- We encourage all parents to provide a reusable wash bag to limit the amount of plastic bags we send dirty washing home in and if needed, eco friendly nappy sacks.
- Having a recycling system in place
- We do not use glitter
- We are mindful of what we laminate in the setting and are always on the lookout for preloved nursery resources that are still in good condition or any items that we can upcycle to make suitable for Pre-School. We also rotate resources between our settings

Using an eco-friendly approach allows children to have hands-on learning of the real world and unlocks creativity. They also become more engaged about the environment around us.

# TOILET LEARNING

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

# CLOTHING

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

- A complete change of clothes
- Suitable indoor shoes
- Nappies, cream and wipes
- Sun hat for summer

- Winter hat, coat, mittens and wellington boots for winter
- All in one waterproof
- Reusable laundry bag

# EVENTS AND BIRTHDAYS



- We will have events across the year for parents to attend and will communicate these in good time.
- We like to celebrate children's birthdays by singing Happy Birthday to them and we have a birthday hat for them to wear if they wish. The teachers get to celebrate their birthday by having a day off as one of their company benefits.
- 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. We have an Amazon wish list link we can send to you upon request too.

# 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 pre-school

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

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

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

2. Complete the registration form [here](#) then booking request form [here](#). You will need to let us know which days and sessions you require at this point

4. Once we receive your booking request, we will send you a fee schedule and breakdown

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

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

# 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 also hold at least a Level 3. We provide regular internal training for everyone, as well as safeguarding and first aid training updates. There are also opportunities for external training too.

## **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 pre-school.

# MEET THE LEADERSHIP TEAM



**Lewis - Director**

I'm Lewis and I started Always Growing in January 2015 with the aim of providing the highest quality early education and childcare provision. My journey in began before this with my Level 5 in Playwork whilst working at a successful nursery group in London. Since then, I have achieved my BSc (Hons) in Psychology, MA Education and am a Qualified Teacher. I am working towards my Doctorate in Education where I am researching new understandings of leadership in the wonderful Early Years sector.



**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.



# MEET THE LEADERSHIP TEAM



## **Shakiba - Leader of Education and Operations**

I'm Shakiba and I have been working in the Early Years for over 13 years. My drive to gain deeper insight into child development led me to achieving my BA (Hons) in Childhood and Youth Studies. Following my passion in Early years and focusing on how every opportunity is a learning opportunity, I promote the ethos to help build those foundations for young children through the delivery of the Early Years Foundation Stage (our curriculum) across the Always Growing settings. Working closely with the children, teams, and families - we aim to make sure that every voice is heard.

# MEET THE PRE-SCHOOL TEAM



**Sarah - Provision Leader**

I'm Sarah and I have been working in Early Years for 26 years within Day Nurseries, Pre Schools and School Settings, I hold an Early Years Foundation Degree and a Level 3 in Special Educational Needs.

I love Early Years as it presents the opportunity to work alongside children of all abilities and stages of development where learning and development is fun and exciting within a safe environment.



**Jo - Early Years Teacher**

I'm Jo and I have a Level 3 Diploma in Childcare and Education, with over 15 years working with children. I find working with children fulfilling and rewarding, watching them grow and develop their own individual characters.

# MEET THE PRE-SCHOOL TEAM



## **Georgina - Early Years Teacher**

I'm Georgina and have worked in school settings for the past 5 years. I am very interested in Early years Education and have recently completed my Level 3 apprenticeship. One of my passions is the great outdoors and I love to help the children learn through exploring the natural world around them.



## **Lakhvir - Apprentice Early Years Teacher**

Hi my name is Lakhvir, also just known as Lak. I have just started my apprenticeship with Always Growing and am looking forward to completing my Level 3 qualification over the next 2 years. I hope to gain more qualifications in the future.



## **Emma - Senior Administrator**

I'm Emma and I've been working within the education sector for the last 9 years. My work is mainly to do with all things admin which is what I really love to do! However, I also really enjoy getting to spend time with the children in the main classroom. I am always happy to engage with children, parents and colleagues in any way that I can to support the Pre-School community.



# ANNOUNCING ALWAYS GROWING YOU!

This is a new development at Always Growing which focuses on developing their workforce, parents and guardians in Early Years.

## What is it?

- ✓ We are providing professional development for the sector, by the sector.
- ✓ In person workshops at our Maidenhead site, moving towards online sessions in time.
- ✓ The first sessions will be focused on Makaton, a unique language programme that uses symbols, signs and speech to enable people to communicate
- ✓ Today over 100,000 children and adults use Makaton symbols and signs, either as their main method of communication or as a way to support speech.



More information and how  
to book coming soon!

# HOW TO FIND US





**Contact Details:**

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