



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 has offered a unique approach to early education and childcare that keeps the children at the centre.
- We do this through our 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 find more information on our website.

Get in touch on 01628 604153 or info@alwaysgrowing.co.uk

HEADLINE INFORMATION

- Our nursery is open 08:00-18:00 all year round. We are closed between Christmas and New Year and Bank Holidays, and for 5 INSET days too. These dates can be found on the 'Family' calendar.
- 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

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

Our classrooms meet 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

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

We have two garden areas that allow for learning and being active in the great outdoors.

A TYPICAL DAY IN THE SUNFLOWER ROOM

Morning Routine

08.00-09.00: Arrival, welcome and breakfast

Children enter a relaxed, stimulating environment to start their day of exploring. We provide a simple, nutritious breakfast and support all children to brush their teeth afterwards.

09.00-10.00: Carpet time and morning activities

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

10.00-10.55: Snack, nappy changes and morning activities

The children are offered a healthy snack and drink before having their nappies changed. The children continue using the activities on offer until we tidy up to go outside.

10.55-11.30: Outdoor time

Whether we are playing in the garden or on the field, we appreciate the need to explore the wonderful world outside. We try and do this every morning so bring your waterproofs!

11.45-12.00: Circle time

We use this time to relax children into a calm meal time. This is done through a range of songs and stories to make the children more aware of themselves and those around them.

12.30-14.15: Lunch and nap time

Lunch is freshly prepared by Ben or Shirley from our menus carefully crafted with the support of a dietician and lots of research by Ben and the team. All children are encouraged to feed themselves, using proper plates, glasses and cutlery with support from the teachers.

At 13.00 we say goodbye to our morning children and welcome our afternoon children to the session.

A TYPICAL DAY IN THE SUNFLOWER ROOM

Afternoon Routine

12.30-14.30: Nap time, nappy changing and snack

Children all sleep on age appropriate beds with bedding brought from home. We try to follow your strategies at home as close as possible and comfort children to help them settle and get a good sleep in. We then support the children as they transition to self regulate themselves to sleep without the need of a comforter or an adult to help them get to sleep by the time they move up to the Butterfly room at 18 months.

As they wake children are offered another snack from a selection of healthy bites that we offer and nappies are changed.

14.30-16.00: Afternoon activities and outdoor time

Children engage in more activities in the room with their friends and teachers to support their development across the Early Years Framework whether it is in the arts and crafts area, using our indoor climbing frame or reading stories together. After snack time the children take part in focused activities around their interests and calendar events to build and develop key skills, as well as using the activities that are out in the continuous provision. The children have time in the garden from 15.00.

16.00-16.30: Dinner time and nappies

Food for dinner is also freshly prepared by Ben and from our varied and balanced menus. We carefully consider all dietary needs and ensure our meals are suitable for the children. Again, children are encouraged to feed themselves and use proper plates, glasses and cutlery with support from their teachers who join them at the table. The children all have their nappies changed again before they go home.

16.30-18.00 Free play/garden

Children can again explore the environment choosing activities from the continuous provision. The children join up with the Butterfly room children at 17.15 either in their room or in the garden depending on if it is still light.

A TYPICAL DAY IN THE BUTTERFLY ROOM

Morning Routine

08.00-09.00: Arrival, welcome and breakfast

Children enter a relaxed, stimulating environment to start their day of exploring. We have a free flow breakfast open during this time for the children who will then brush their teeth.

09.00-09.20: Carpet time

During this time all the children sit together for a range of stories and/or songs to talk about the day and welcome all the teachers and children through picture registration.

09.20-10.40: Free flow and focus activities along with nappy changes and snack time

Children explore the spaces we have available in a range of child led and structured activities. They are responsible for washing their hands and enjoying the free flow snack as well as tidying up after themselves.

11.00-11.30: Garden time

Children explore the garden space adjacent to the room where they can play in the mud kitchen or engage in a range of physical activities like climbing the trees.

11.30-12.00: Carpet time

As a group we use songs, books or calming activities to prepare the children for a relaxed lunchtime.

12.00-14.15: Lunch time and nap time

Lunch is freshly prepared by Ben or Shirley from our menus carefully crafted with the support of a dietician and lots of research by Ben and the team. All children are encouraged to feed themselves, using proper plates, glasses and cutlery with support from the teachers.

At 13.00 we say goodbye to our morning children and welcome our afternoon children to the session.

Afternoon Routine

12.30-14.15: Nap time and relaxed play

Those who have an afternoon nap do so at this time in a quiet corner of the room whilst the other children explore and play in a relaxed way.

14.15-16.00: Free flow indoor and outdoor play along with nappy changes and snack time

Children explore the spaces in the room that they choose whether it's the arts and crafts area or the construction space, there is something for all children's interests. The team constantly review and enhance what is on offer to meet the children's needs.

16.00-16.30: Dinner time

Food for dinner is also freshly prepared by Ben and from our varied and balanced menus. We carefully consider all dietary needs and ensure our meals are suitable for the children. Again, children are encouraged to feed themselves and use proper plates, glasses and cutlery with support from their teachers who join them at the table.

16.30-18.00 Free play exploring the room as children get collected

Children take part in group activities on the carpet or can look at stories. Depending on the season, we might head out into the garden after tea again. The children join up with the Sunflower and Preschool children at 17.15 either in the Butterfly room or in the garden depending on if it is still light.

A TYPICAL DAY IN PRESCHOOL

Morning Routine

08.00-09.00: Arrival, welcome and breakfast

Children arrive to the Butterfly room and enter a relaxed, stimulating environment to start their day of exploring. We have a free flow breakfast open during this time for the children who will then brush their teeth.

09.00-10.30: Walk to Preschool for carpet time, morning activities and snack time

During this time all the children sit together for a range of stories and/or songs to talk about the day and welcome all the teachers and children through picture registration. The children can then explore the space in a range of planned and free flow indoor activities. Snack is available from 10.00 and the children are responsible for washing their hands, enjoying the free flow snack as well as tidying up after themselves.

10.30-11.50: Outdoor learning activities on the field

We walk over to the field where the children can explore the space and engage in a range of physical activities.

11.50-12.00: Songs and rhyme time

As a group we use songs, books and calming activities to prepare the children for a relaxed lunchtime.

12.00-14.15: Lunch time and nap time

Lunch is freshly prepared by Ben or Shirley from our menus carefully crafted with the support of a dietician and lots of research by Ben and the team. All children are encouraged to feed themselves, using proper plates, glasses and cutlery with support from the teachers.

At 13.00 we say goodbye to our morning children and welcome our afternoon children to the session.

Afternoon Routine

12.30-14.15: Nap time and relaxed play

Those who have an afternoon nap do so at this time in a quiet corner of the room whilst the other children explore and play in a relaxed way.

14.15-16.00: Free flow indoor and outdoor play along with snack time

Children explore the spaces in the room that they choose whether it's the arts and crafts area or the construction space, there is something for all children's interests. The team constantly review and enhance what is on offer to meet the children's needs.

16.00-16.30: Dinner time

Food for dinner is also freshly prepared by Ben and from our varied and balanced menus. We carefully consider all dietary needs and ensure our meals are suitable for the children. Again, children are encouraged to feed themselves and use proper plates, glasses and cutlery with support from their teachers who join them at the table.

16.30-18.00 Free play exploring the room as children get collected

At 16.50 we get ready to walk back over and join up with the Sunflower and Butterfly room children either in the Butterfly room or in the garden depending on if it is still light.

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 independence, respect and care of our environment and our peers and gross and fine motor skills.
- 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 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 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.



MEAL TIMES

- All meals are served family style. We sit together and take time to talk about our day. We provide 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. At snack time we offer fruit and vegetables.
- 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

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
- Our weekly 'help yourself trolley' to ensure our fruit is eaten over the weekends rather than going off
- We do not use glitter
- We are beginning to grow our own fruit and vegetables across our sites and are moving towards eating more seasonal fruits and vegetables
- 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 nursery. We also rotate resources between our 3 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

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
- Suitable indoor shoes
- Fitted sheet and blanket
- Nappies, cream and wipes
- Sun hat sun for summer

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

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 like to have happy and healthy birthdays so we do not have cake at nursery, although we do have a toy cake that the children can blow the candles out on when we sing happy birthday. We ask parents not to bring goody bags but to perhaps buy a present that could be used by all of the children, for example a story book or seed. These can have a lasting memory for everyone. We have an Amazon wish list link that we can send to you upon request.

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 confirming that you would like to register for the nursery

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

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

WHAT ELSE WOULD YOU LIKE TO KNOW?

What experience and qualifications do we have?

Always Growing is passionate about developing staff. We are lead 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 lead 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 LEADERSHIP 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 achieved my BSc (Hons) in Psychology, MA in Education and am a Qualified Teacher. I am now working towards my Doctorate in Education which has introduced me to the world of research in the sector, opening my eyes to the challenges faced around the world working with the youngest and most precious children. This has compelled me to advocate for the sector widely, promoting the professionalism and respect for the workforce that they deserve. This is reflected in my role at Always Growing which primarily focuses on staff well-being and development, as well as the everyday challenges and excitement that come from running a small business. These challenges and excitement keep a smile on my face and motivate me to do my best for the children, everyday.

Ben - Director



I'm Ben and have been with Always Growing from the beginning. My journey working with children began in schools teaching a range of students a range of subjects. I began to specialise in Special Educational Needs and inclusion and was SENCO and Designated Safeguarding Lead for many years. 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. I am very passionate about all children being included and supported in the unique way they all deserve and strive to ensure all children are welcomed across our settings. This includes regular training and updates with the team and getting to know families with additional needs personally so I can ensure they are properly supported.

MEET THE LEADERSHIP TEAM



Shakiba - Co-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 TEAM



Taylor (TJ) - Provision Leader for Butterfly Room

I'm Taylor but everyone knows me as TJ. I have been at Always Growing for 9 years and I have recently completed my Level 5 Diploma in the nursery. After gaining some valuable experience over the past several years and through my qualification, I am excited to put my learning into practise to help support the children's development.



Vanessa - Provision Leader for Sunflower Room

My name is Vanessa and I have over 20 years experience in childcare working with under 5s. I have worked in day nurseries and Montessori Pre-Schools. I am a mum myself so I have an understanding of the parenting side of things.



Lucy - Provision Leader

Hi, my name is Lucy and I have a Level 3 Diploma in Childcare and Education. I love superhero films (Marvel and DC) and like going for walks, especially in Autumn time. I look forward to meeting you all over the next few months.

MEET THE TEAM



Phoebe - Provision Leader

Hi, I'm Phoebe and I work in the Pre-School. I have worked in childcare for over 5 years and have previously worked in a First school. I am really enjoying being back in a nursery and excited to be working at Always Growing. I have a 4 year old son who is also in the Pre-School.



Bandna - Nursery Teacher

My name is Bandna and I work in the Butterfly room. I have been with Always Growing since 2023 at a different site. I am a qualified NVQ Level 3 Nursery Nurse with over 18 years of experience in various Child Care settings, within a diverse community. I have a keen interest in the preparation and delivery of safe, stimulating age-appropriate activities to ensure that all areas of the development of children are met. With the experience of working with a variety of professionals, I can build good working relationships with others to enable positive outcomes for both children and families. I am multilingual and fluently read, speak and write in Hindi, Punjabi, and Urdu. I am really looking forward to being a part of Windsor site and getting to know you better.



Chloe - Nursery Teacher

My name is Chloe and I have recently completed my Level 3 qualification. I have over 3 years of experience working in nurseries and I am very passionate to help children's development and independence. I really enjoy watching the children grow and observing how they develop in all areas.

MEET THE TEAM



Tamara - Apprentice Nursery Teacher (currently on maternity leave)

Hi, my name is Tamara. I have joined the Always Growing team and am looking forward to completing my Level 2 apprenticeship. With being a mum I have gained some knowledge but I am looking forward to gaining a qualification. I am excited to work with your little ones and meet you.



Mirna - Nursery Teacher

Hi my name is Mirna. I have a Level 3 Childcare and Education Diploma and have been working with children for 14 years. I joined the Always Growing team in August 2023 and I look forward to meeting you all.



Hideka - Apprentice Nursery Teacher

My name is Hideka and I am currently studying for my Level 2 qualification in Early Years. I am a passionate teacher with a keen interest in childcare. It gives me great joy to help children reach their potential and watching them grow and develop with good guidance. Along with my prior experience in childcare and teaching, I hope to gain more experience and qualifications and develop my career with Always Growing so I may grow along with the nursery. I am happy to have come back to Always Growing and I hope to be a part of this nursery's future.

MEET THE TEAM



Najma- Apprentice Nursery Teacher

Hi my name is Najma. I am looking forward to starting my Level 2 apprenticeship with Always Growing over the coming months and look forward to meeting you all.



Scarlet - Apprentice Nursery Teacher

Hi my name is Scarlet, I have worked in an early years setting previously and absolutely love working with children! I want to help children learn, grow and develop into the best versions of themselves. I find it so rewarding being a massive part of children's milestones. I have recently had a little girl myself and watching her grow everyday has pushed me to carry on with my childcare qualification! My goal and focus this year is to complete my childcare qualification, and to give the best help and support to our children in the butterfly room.



Alice - Apprentice Nursery Teacher

My name is Alice, and I have recently started working in the Fern Room while pursuing my Level 3 apprenticeship in childcare. I am passionate about making a positive difference in children's lives and eager to expand my knowledge of child development gain hands-on experience, as well as build strong relationships with the children and my colleagues. My goal is to help create a nurturing and supportive environment where children can continue to learn and grow.

MEET THE TEAM



Claire - Nursery Teacher

Hi, I'm Claire, I have a NVQ level 3 in child care learning and development also a mum of 3. I have worked in childcare for over 14 years and love being part of the children's learning and development, following their interests in activities - cooking and messy ones are always the best!



Emily - Nursery Teacher

Hi, my name is Emily. I have been working in the early years for 11 years now. I can't wait to do more studying to further my career. I really enjoy looking after children and supporting their early years education journey, watching them grow and develop.



Ferdous - Assistant EY Teacher

I'm Ferdous and have worked in childcare for over 10 years. As a mother of 3 myself, I understand how important it is to have the best environment for our children to learn, develop and thrive in. Looking forward to meeting you all and working with you to provide the best care for your little gems!



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





www.alwaysgrowing.co.uk

01628 604153/

07761 293425

Business Address:

Always Growing Limited

48 Haywards Mead

Eton Wick

Windsor

SL4 6JN

Premises Address:

The Windsor Boys' School

1 Maidenhead Road

Windsor

SL4 5EH