



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 HAYES

- 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 to be expanding our reach in early education and childcare to a new community in Hayes.
- 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](https://www.alwaysgrowing.co.uk).

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

HEADLINE INFORMATION

- Our Pre-School is open 09:00-15:00 term-time only, with the option of attending from 08:00-16:00. We are closed on Bank Holidays too.
- We accept children from the age of 2 years.
- 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 funded childcare funding, childcare vouchers or electronic transfer.
- Additional hours are charged at £8.33 per hour.

PRE-SCHOOL KEY FEATURES

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

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 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.

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.

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!

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.

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.

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.

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 and assessments are carried out to help identify the stage of child's development and to 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



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 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 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 Pre-School. We also rotate resources between our settings
- We are mindful of the electricity, lighting and heating needs of the setting and ensure that these are managed carefully

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

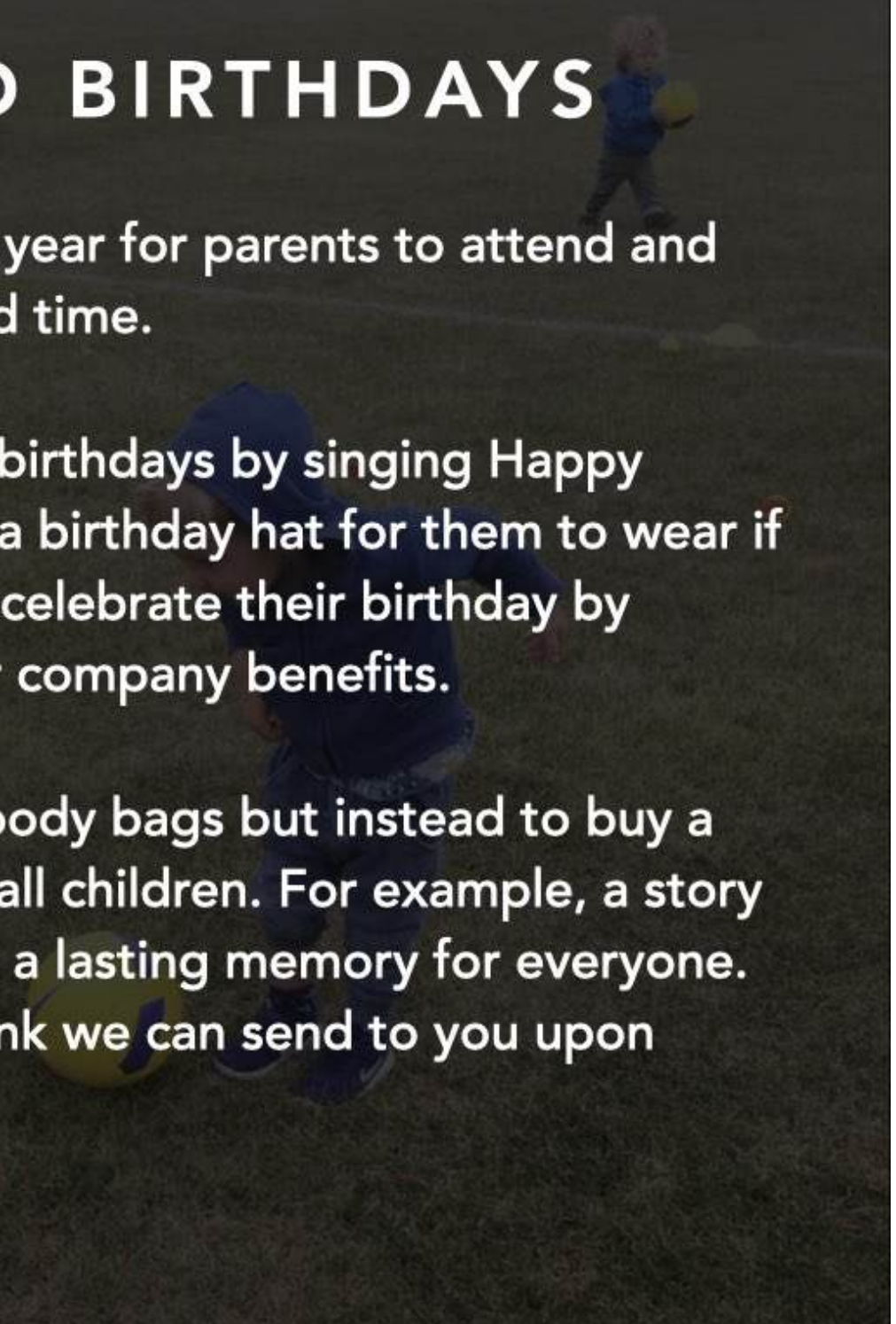
CLOTHING

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

A child in a blue hoodie is playing with a yellow ball on a grassy field. The child is in the foreground, slightly to the right, and is looking down at the ball. The background is a blurred grassy field with some trees in the distance.

- 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 confirming that you would like to register for the pre-school

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

5. Check out <https://www.beststartinlife.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 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 support behaviour in a positive way. We have a range of different strategies for supporting 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 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 Doctorate in Education. I also became a Qualified Teacher over a decade ago. I am immersed in the world of research in the Early Years 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 family-centred business. These challenges and excitement keep a smile on my face and motivate me to do my best for the children and team, everyday.



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

MEET THE LEADERSHIP TEAM



Shakiba - Leader of Education and Operations

I'm Shakiba and have been working in the Early Years for over 17 years. My passion to work with and gain deeper insight into a child's developmental journey led me to achieve my BA (Hons) in Childhood and Youth Studies. My continued attentiveness to the impact of Early Years allowed me to focus on how every opportunity of a child's life journey is a chance to learn but most importantly curiously unfolding their character. I value the role I play to build those foundations for young children through the EYFS and the Always Growing ethos and culture. It is important that we work closely with children, teams and families to ensure that we have the best outcomes.



Emma - Senior Administrator and Operations Assistant

I'm Emma and I've been working within the education sector for the last 11 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.

MEET THE PRE-SCHOOL TEAM



Emily - Pre-School Leader

Hi my name is Emily and I have been in child care for 12 years now. Being a mum of 5 children I understand the importance of choosing the right child care setting for your little ones. I am currently studying my level 5, to extend my knowledge and learn new things. I feel passionate about providing the children with an enabling environment and a calm nurturing approach. I love watching the children grow and supporting them on their learning journey.

MEET THE OTHER MEMBERS OF THE TEAM SOON

HOW TO FIND US





Contact Details:

www.alwaysgrowing.co.uk

07960 379772

01628 604153

info@alwaysgrowing.co.uk

Business Address:

Always Growing Limited

48 Haywards Mead

Eton Wick

Windsor

SL4 6JN

Premises Address:

Guru Nanak Sikh Academy

Springfield Road

Hayes

Middlesex

UB4 0LT