Cylch Meithrin Meini Bach (Bon-y-Maen)

DATGANIAD O DDIBEN

NOD AC AMCANION:
Nod Cylch Meithrin Meini Bach (Bon-y-Maen) yw darparu gofal ac addysg cyfrwng Cymraeg o ansawdd i blant o 2 oed hyd at oed ysgol statudol.

OEDRAN: Mae'r Cylch Meithrin yn cymryd plant o 2 oed hyd at oed statudol ysgol.
RHYW: Bachgen/Merch
IAITH: Mae'r Cylch Meithrin yn gweithredu trwy gyfrwng y Gymraeg.

NIFER Y PLANT:
Mae Cylch Meithrin Meini Bach (Bon-y-Maen) wedi cofrestru gydag Arolygiaeth Gofal Cymru (AGC) ar gyfer 16 o blant ar unrhyw adeg.

CYFLEUSTERAU:
Mae'r cyfleusterau a gynigir i blant a'u teuluoedd yn cynnwys:

- Ystafell benodol wedi ei chynllunio i greu amgylchedd ysgogol
- Dau doiled i ferched a bechgyn, a toiled anabl / defnydd staff
- Ardal gorffwys er mwyn ymateb i anghenion corfforol pob plentyn unigol
- Ardal chwarae tu allan (Buarth bach)
- Ardal gegin ar gyfer paratoi byrbryd

GWASANAETH
Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn cynnig gofal safonol, hyblyg a fforddiadwy i rieni/gwarchodwyr sydd yn dymuno defnyddio'r gwasanaeth.

Mae'r ddarpariaeth ar agor fel yr isod am 39 wythnos y flwyddyn yn ystod tymor ysgol yn unig:

Dydd Llun i Ddydd Gwener *Monday to Friday.*	Sesiwn Cylch / *Cylch session* 9am-11.20am	Gofal Cofleidiol/*Wrap around* 9-1pm	Gofal Cofleidiol/*Wrap around* 11:30-3:30pm	Gofal Dydd / *Day Care* 9-3:30pm

GWEITHGAREDDAU

Blaenoriaeth y Cylch Meithrin yw hapusrwydd bob plentyn. Cynigir y gofal mewn amgylchedd diogel lle gall plant fanteisio ar amrywiaeth eang o weithgareddau a phrofiadau sy'n eu galluogi i ddysgu a datblygu i'w llawn botensial. Mae'n dilyn cwricwlwm blynyddoedd cynnar cenedlaethol er mwyn sicrhau bod pob plentyn yn cael y cychwyn gorau posib ymhob agwedd o'i addysg cyn ysgol.

Mae'r plant yn dysgu a chwarae trwy gyfrwng y Gymraeg ac yn cael ei trochi yn yr iaith o'r cychwyn cyntaf.

Mae'r staff yn hyrwyddo datblygiad yr iaith Gymraeg trwy ganu, cyd-chwarae a siarad.

Mae gweithgareddau chwarae ac ymarferol yn cael ei drefnu i'r plant gan yr arweinydd sy'n cefnogi datblygiad corfforol, creadigol, llythrennedd cynnar, rhifedd cynnar, lles a iechyd a gwybodaeth a dealltwriaeth o'r byd.

Mae ardal Greadigol y dosbarth yn galluogi plant i beintio, lliwio, torri a gludo a modeli gyda toes. Mae ardal adeiladu ac ymchwilio yn yr ystafell er mwyn i blant cyfuno deunyddiau, datblygu sgiliau llawdriniol manwl ac archwilio bywyd pob dydd gyda cheir bach, anifeiliad bach a gweithgareddau aml-synhwyraidd.

Mae ardal dawel/ddarllen yn y dosbarth lle mae'r plant yn medru ymlacio a phori trwy lyfrau cynnar gyda ffrind ac oedolyn.

Mae yna ardal rhifedd/llythrennedd yr ystafell ddosbarth hefyd I blant cael dechrau datblygu sgiliau rhif cynnar drwy cyfrif a didoli adnoddau bychain a gwneud marciau cynnar gydag amrywiaeth o ddeunyddiau megis creonau a phensiliau.

Mae'r ardal cegin yn cynnwys bwrdd bach ar gyfer amser snac/bvrbryd iachus lle mae'r plant yn medru datblygu sgiliau annibynnrwydd wrth fwyta dan ofal oedolyn cyfrifol.

Mae'r ardal diogel allanol yn cynnwys beiciau/ceir mawr, cegin fwdlyd, twba dwr/tywod i archwilio ac offer mawr diogel iddynt ddatblygu sgiliau llawdriniol bras.

Mae gweithgareddau garddio yn cael ei gynllunio a pharatoi ar gyfer y plant er mwyn iddynt cymryd rol wrth ofalu am ei hamgylchedd.

Gweler isod engraifft o amserlen/digwyddiadau ar gyfer sesiwn arferol yn ein Cylch Meithrin:

Sesiwn Cylch bore 9-11.20yb					
9:00yb	9:15yb	9:45yb	10:00yb	10:15yb	11:00yb
Hunan gofrestru Gosod bag a chot ar ei bachyn personol Cyfnod croesawi gyda chân a chofrestri ffurfiol	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd	Amser ffrwyth/snac	Amser symud a siglo – gweithgareddau corfforol	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd	Amser carped ar gyfer stori a chân Paratoi i fynd adref

Sesiwn gofal cofleidiol 9-1yp a Gofal Dydd						
9:00yb	9:15yb	9:45yb	10:00yb	10:15yb	11:45-12:45yp	12:45yp
Hunan gofrestru Gosod bag a chot ar ei bachyn personol Cyfnod croesawi gyda chân a chofrestri ffurfiol	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd	Amser ffrwyth/snac	Amser symud a siglo – gweithgareddau corfforol	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd	Amser cinio	Amser carped/stori Paratoi fynd i'r ysgol

Sesiwn gofal cofleidiol 11:30-3:30yp a Gofal Dydd						
11:30yb	11:45-12:45yp	12:45yp	1:00yb	2:00yp	2:15yp	3:15yp
Ymuno a gweithgareddau – gwahoddiadau i chwarae	Amser Cinio	Amser stori a chroesawu gyda chanu – cofrestru ffurfiol	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd	Amser ffrwyth/snac	Dewis rhydd o'r gweithgareddau a pharatowyd – Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda chynorthwydd / arweinydd Amser symud a siglo – gweithgareddau corfforol	Amser carped/stori Paratoi fynd adref

STAFF

Darperir y gwasanaeth gan staff cymwys ac ymroddgar a chynigir rhaglen o hyfforddiant mewn swydd i sicrhau bod ganddynt yr wybodaeth a'r sgiliau sydd yn angenrheidiol i ddarparu gofal ac addysg o'r safon uchaf posibl.

POLISI DERBYN PLANT

Mae croeso i bob plentyn mynychu'r Cylch Meithrin gwaeth beth fo'i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

POLISI CYFLEODD CYFARTAL

Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn sicrhau bod pob agwedd o'i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag fo'i genedl,

lliw, hil, rhyw, anabledd, crefydd, oed ,diwylliant neu ddosbarth cymdeithasol. Bydd hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

AMREDIAD ANGHENION
Y nod yw darparu cefnogaeth briodol i blant gydag anghenion ychwanegol ble bynnag y gallwn, fel yr angen. Mae'r gwasanaeth yn cael eu darparu yn ôl y gofynion a'r amodau a amlinellir yng Nghytundeb Gofal Plant.

DIOGELU PLANT
Nod y Cylch Meithrin yw sicrhau lles, diogelwch a ffyniant pob plentyn dan ei ofal. Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy'n gofalu amdano yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant bob plentyn yn bwysig i Gylch Meithrin Meini Bach (Bon-y-Maen).

POLISI GADAEL A CHASGLU PLANT
Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn sicrhau bod trefniadau addas ar gael i adael a chasglu pob plentyn yn ddiogel. Cofnodir manylion pob unigolyn sy'n debygol o gasglu'r plentyn a gofynnir i rieni/gwarchodwyr ddarparu llun o bob person fydd yn debygol o gasglu'r plentyn. Mae'n ofynnol i rieni/gwarchodwyr hysbysu Cylch Meithrin Meini Bach (Bon-y-Maen), yn ysgrifenedig os yn bosib o unrhyw newid i'r trefniadau casglu. Wrth ymateb i pandemig Covid-19, un rhiant yn unig sydd yn gallu dod i gasglu ei plant wrth ymbellhau yn gymdeithasol gan ddilyn y system rhesi tu allan i gatiau'r ysgol.

GWEITHDREFN I'W DILYN MEWN ACHOS O GAU MEWN ARGYFWNG
Mewn sefyllfaoedd arbennig neu mewn achos argyfwng, efallai y bydd angen cau Cylch Meithrin Meini Bach (Bon-y-Maen) ar fyr rybudd. Os fydd angen cau ar fyr rybudd, bydd staff yn cysylltu gyda rhieni/gwarchodwyr dros y ffôn gan ddefnyddio rhifau cyswllt mewn argyfwng a ddarperir gan rieni/ gwarchodwyr ar y Ffurflen Cofrestru Plentyn (P1-12) gan roi cymaint o rybudd ac sy'n bosib.
Os fydd angen cau mewn argyfwng yn ystod amser sesiwn y ddarpariaeth, bydd y staff yn cysylltu â'r rhieni / gwarchodwyr drwy ddefnyddio'r rhifau ffôn cysylltiadau brys. Bydd y staff yn aros gyda'r plant nes eu bod yn cael eu casglu. Cysylltir gyda'r rhieni/gwarchodwyr i gadarnhau dyddiad ail agor y ddarpariaeth.

CANMOL A CHWYNO
Nod y Cylch Meithrin yw darparu gwasanaeth o safon ymhob agwedd o'i gwaith. Croesewir barn a sylwadau rhieni/gwarchodwyr am y gwasanaeth, fel y gellir ei wella os oes angen. Ceisir datrys unrhyw broblemau neu gwynion mewn modd adeiladol cyn gynted â phosibl. Dylid cyfeirio unrhyw gwyn neu sylw at Arweinydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn y lle cyntaf. Os na cheir datrysiad boddhaol, gellir cysylltu â'r Unigolyn Cyfrifol. Mae manylion cyswllt wedi'u nodi isod ac ar hysbysfwrdd y rhieni/Gwarchodwyr.

POLISÏAU/ADRODDIADAU
Cedwir copi llawn o'r holl bolisïau/adroddiadau amrywiol ar hysbysfwrdd rhieni/gwarchodwyr o fewn y Cylch Meithrin ac ar hysbysfwrdd staff.

COFRESTRU
Bydd angen i bob rhiant/gwarchodwr y plant sy'n mynychu'r Cylch Meithrin llenwi pob ffurflen cofrestru yn nodi manylion llawn bob plentyn cyn dechrau.

TERMAU AC AMODAU
Fel y nodir yng nghytundeb y Rhieni /Gwarchodwyr.

Cylch Meithrin
Meini Bach (Bon-y-Maen)

STATEMENT OF PURPOSE

AIMS AND OBJECTIVES
Cylch Meithrin Meini Bach (Bon-y-Maen) aims to provide quality Welsh-medium care and education for children from 2 years old up to statutory school age.

AGE: Cylch Meithrin Meini Bach (Bon-y-Maen) accepts children from 2 yrs to statutory school age.
GENDER: Boy/Girl
LANGUAGE: The provision operates through the medium of Welsh.

NUMBER OF CHILDREN
Cylch Meithrin Meini Bach (Bon-y-Maen) has registered with Care Inspectorate Wales (CIW) for 16 children at any one time (12 age 2/3 and 7 age 3/4) .

FACILITIES
The facilities offered to the children and families include:

- Large room designed to create a stimulating environment
- Two toilets for girls and boys, one of which is for disabled / staff use
- Rest area to accommodate the physical needs of each individual child
- An outside play area (concrete)
- A kitchen for preparation of snacks/cookery
- Prep area in the room with 2 sinks for snack preperation

SERVICE
Cylch Meithrin Meini Bach (Bon-y-Maen) offers quality, flexible and affordable childcare to parents/guardians who require the service. The service is open as below for 39 weeks of the year during school term time –

Dydd Llun i Dydd Gwener *Monday to Friday*	Sesiwn Cylch / *Cylch session* 9am-11.20am	Gofal Cofleidiol/*Wrap around* 9-1pm	Gofal Cofleidiol/*Wrap around* 11:30-3:30pm	Gofal Dydd / *Day Care* 9-3:30pm

ACTIVITIES
The happiness of every child is a priority at Cylch Meithrin Meini Bach. The best possible care is offered in a safe and stimulating environment where children can benefit from a wide range of play activities and experiences which enable them to learn and develop to their full potential. Cylch Meithrin Meini Bach (Bon-y-

Maen)follows the National Early Years Curriculum, which ensures that each child receives the best possible start in all aspects of his/her education.

The children learn and play through the medium of Welsh and are immersed in the language from the outset.
Staff promote the development of the Welsh language through singing, playing and speaking.
Play and practical activities are organized for the children by the leader who supports physical, creative development, early literacy, early numeracy, wellbeing and health and knowledge and understanding of the world.
The Creative area of the classroom enables children to paint, color, cut and glue and model with dough. The room has a construction and research area for children to combine materials, develop fine manipulative skills and explore daily life with small cars, small animals and multi-sensory activities.
There is a quiet reading / reading area in the classroom where the children can relax and browse through early books with a friend and an adult.
There is also a classroom numeracy / literacy area for children to begin to develop early number skills by counting and sorting small resources and making early marks with a variety of materials such as crayons and pencils.
The kitchen area includes a small snack / healthy snack table where the children can develop independence skills while eating under the care of a responsible adult.
The outdoor boasts a safe area includes large bikes / cars, a muddy kitchen, a water / sand tub to explore and larger equipment for them to develop gross manipulative skills. Gardening activities are planned and prepared for the children so that they can take a role in caring for its environment.

Below is an example of a timetable / events for a typical session at our Cylch Meithrin:

Morning Cylch session 9-11.20am					
9:00am	9:15am	9:45am	10:00am	10:15am	11:00am
Self-registration Place bag and coat on their personal hook Welcome session with formal register and song time	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader	Snack/fruit time	Movement session – physical development activities	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader	Carpet session, story time and song Prepare for home time

Morning wrap around session 9-1pm and day care						
9:00am	9:15am	9:45am	10:00am	10:15am	11:45-12:45pm	12:45pm
Self-registration Place bag and coat on their personal hook Welcome	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader	Snack/fruit time	Movement session – physical development activities	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader	Lunch time	Carpet session, story time and song Prepare for home time/school transfer

session with formal register and song time						

Afternoon wrap around session 11:30-3:30pm and Day care						
11:30am	11:45-12:45pm	12:45pm	1:00pm	2:00pm	2:15pm	3:15pm
Join in with activities – Invitation to play	Lunch time	Welcome session with formal register and song time	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader	Snack/fruit time	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with an assistant / leader Movement session – physical development activities	Carpet session, story time and song Prepare for home time

STAFF

The service is provided by qualified and dedicated staff. A programme of in-service training is offered to ensure staff have the essential knowledge and skills to provide care and education of the highest standard.

ADMISSIONS POLICY

Every child who is within the appropriate age range is welcome to attend Cylch Meithrin Meini Bach (Bon-y-Maen), regardless of his/her needs, colour, race, language, religion, social class or family situation. The Cylch Meithrin will conform to the conditions of CIW regarding the age of the children and the numbers allowed.

EQUAL OPPORTUNITIES

Cylch Meithrin Meini Bach (Bon-y-Maen)seeks to ensure that all aspects of its activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age, culture or social class. This will include access to activities, equal treatment and respect towards each individual

NEEDS OF THE CHILD/CHILDREN

The aim is to provide appropriate support to each child who has additional learning needs wherever possible, and as required. The service is delivered within the terms and conditions noted in the Childcare contract.

SAFEGUARDING CHILDREN

Cylch Meithrin Meini Bach (Bon-y-Maen)aims to ensure the welfare, safety and happiness of all children in its care. The Cylch Meithrin believes that each child has the right to expect all adults caring for him/her will protect him/her from any harm. The happiness, safety and well-being of every child is important to Cylch Meithrin Meini Bach (Bon-y-Maen).

LEAVING AND COLLECTING CHILDREN

Cylch Meithrin Meini Bach (Bon-y-Maen)ensures that appropriate measures are put in place to leave and collect children safely. A note is made of each individual that is likely to collect the child and the parents are asked to provide a picture of the persons who are likely to collect the child. It is essential that parents/guardians inform Cylch Meithrin Meini Bach (Bon-y-Maen)in writing if possible, of any changes in the collecting arrangements. In response to the Covid-19 pandemic, only one parent can come to collect their children at social distance following the rows system outside the school gates.

GUIDELINES TO FOLLOW IN A SITUATION OF CLOSING IN AN EMERGENCY

In special circumstances or in an emergency, Cylch Meithrin Meini Bach (Bon-y-Maen)may need to close at short notice. If it is necessary to close at short notice, the staff will contact the parents/guardians by phone, using the contact emergency numbers noted by parents/guardians on the Registration Form (P1-12) giving as much notice as possible. If it is necessary to close in an emergency during opening hours of the Cylch Meithrin, the staff will contact parents/guardians by using the same emergency numbers. The staff will stay with the children until they are collected. The parents/guardians will be contacted to confirm the date of re-opening of the Cylch Meithrin.

COMPLIMENTS AND COMPLAINTS

Cylch Meithrin Meini Bach (Bon-y-Maen)aims to provide a service of the highest quality in all aspects of its work. Views and comments from parents/guardians about the provision are welcomed, so that the service may be improved if necessary. Any complaints will be dealt with in a constructive way as soon as possible. Any complaints/comments should be made to the Leader in the first instance. If a complaint is not resolved satisfactorily, contact should be made with the Responsible Individual.

POLICIES/REPORTS

A full copy of the various policies/reports are kept in the Cylch Meithrin.

REGISTRATION

Every parent/guardian whose child is to attend the Cylch Meithrin, must complete all registration forms noting full details of the child before starting**.**

TERMS AND CONDITIONS

As indicated in the parents/guardians contract.

Cylch Meithrin
Meini Bach (Bon-y-Maen)

CRYNODEB O RAI O BOLISÏAU ALLWEDDOL

(Mae copi llawn o'r polisïau i'w gweld yn y Cylch Meithrin)

DERBYN PLANT

Mae croeso i bob plentyn fynychu Cylch Meithrin Meini Bach (Bon-y-Maen) waeth beth fo'i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

HYRWYDDO YMDDYGIAD CADARNHAOL

Nod Cylch Meithrin Meini Bach (Bon-y-Maen) yw darparu amgylchedd sy'n seiliedig ar ganllawiau clir, teg a chyson, ac sy'n hyrwyddo dealltwriaeth plentyn o ymddygiad derbyniol. Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn credu bod cosbi plant yn gorfforol yn gwbl annerbyniol, ac mae'r dull hwnnw o gosbi plant yn cael ei wahardd.

Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn sicrhau bod pob dull a ddefnyddir o reoli ymddygiad yn addas ar gyfer oedran a lefel datblygiad y plentyn unigol. Bydd staff y Cylch Meithrin yn sicrhau bod cysondeb yn y dulliau a ddefnyddir o ddydd i ddydd, ac o berson i berson. Ymhob achos lle mae ymddygiad plentyn yn achosi gofid, bydd staff y Cylch Meithrin yn trafod y sefyllfa yn bositif gyda rhieni/gwarchodwyr yn ddiymdroi, ac yn datblygu cynllun gweithredu ar y cyd i'w ddefnyddio yn y Cylch Meithrin ac yn y cartref.

CYFLEOEDD CYFARTAL

Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn sicrhau bod pob agwedd o'i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag fo'i genedl, lliw, hil, rhyw, anabledd, crefydd, oed, diwylliant neu ddosbarth cymdeithasol. Bydd hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

CYNHWYSIANT

Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn ymrwymo i roi cefnogaeth briodol i bob plentyn sydd ag anghenion addysgol arbennig. Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn gweithio mewn partneriaeth a'r Cynllun Cyfeirio lleol, ac asiantaethau perthnasol eraill i sicrhau cymorth a chefnogaeth i'r plentyn a'i deulu.

POLISI AMDDIFFYN PLANT

Bydd Cylch Meithrin Meini Bach (Bon-y-Maen) yn amddiffyn pob plentyn dan ei ofal. Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy'n gofalu amdano/amdani yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant pob plentyn yn bwysig i Gylch Meithrin Meini Bach (Bon-y-Maen).

GADAEL A CHASGLU PLANT

Mae Cylch Meithrin Meini Bach (Bon-y-Maen) yn sicrhau bod trefniadau addas ar gael i adael a chasglu pob plentyn yn ddiogel. Cofnodir manylion pob unigolyn sy'n debygol o gasglu'r plentyn a gofynnir i rieni i gyflwyno'r unigolyn hwn i'r staff uwch. Mae'n ofynnol i

rieni/gofalwyr hysbysu Cylch Meithrin Meini Bach (Bon-y-Maen) yn ysgrifenedig os yn bosib, o unrhyw newid yn y trefniadau casglu.

CANMOL A CHWYNO

Nod y Cylch Meithrin yw darparu gwasanaeth o'r safon uchaf ymhob agwedd o'i gwaith. Croesewir barn a sylwadau rhieni/gwarchodwyr am y gwasanaeth, fel y gellir ei wella os oes angen. Ceisir datrys unrhyw broblemau neu gwynion mewn modd adeiladol cyn gynted â phosib. Dylid cyfeirio unrhyw gwyn neu sylw at Arweinydd y Cylch Meithrin yn y lle cyntaf. Os na cheir datrysiad boddhaol, gellir cysylltu â'r Unigolyn Cyfrifol.

Arolygiaeth Gofal Cymru (AGC)

Mae AGG yn arolygu'r ddarpariaeth, ac mae copïau o'r adroddiad i'w gweld yng Nghylch Meithrin Meini Bach (Bon-y-Maen), pe byddech yn dymuno, neu ar wefan AGC, www.arolygiaethgofal.cymru

mudiad meithrin
arbenigwyr y blynyddoedd cynnar

Cylch Meithrin
Meini Bach (Bon-y-Maen)

SUMMARY OF KEY POLICIES

(A full copy of the policies is available in the nursery)

ADMISSIONS

Cylch Meithrin Meini Bach (Bon-y-Maen) welcomes every child, whatever his/her needs, colour, race, religion, social class or family situation. Cylch Meithrin Meini Bach (Bon-y-Maen)conforms to the registration conditions as laid down by CIW regarding the number of children allowed in the setting.

PROMOTING POSITIVE BEHAVIOUR

Cylch Meithrin Meini Bach (Bon-y-Maen) aims to provide an environment based on clear, fair and consistent guidelines which promote a child's understanding of acceptable behaviour. Cylch Meithrin Meini Bach (Bon-y-Maen) believes that physical punishment of children is unacceptable, and does not allow the use of this method of discipline.

Cylch Meithrin Meini Bach (Bon-y-Maen)will ensure that every method of behaviour management that is used is appropriate for the age and level of development of the individual child. The nursery staff will ensure that there is a consistency in the methods that are used from day to day and from person to person.
In every case where a child's behaviour causes anxiety, the nursery staff will discuss the situation with the parents/carers without delay and develop a combined plan of action to be used in the setting and in the home.

EQUAL OPPORTUNITIES

Cylch Meithrin Meini Bach (Bon-y-Maen)aims to ensure that all aspects of its activities promote equal opportunities for every individual child regardless of nationality, colour, race, gender, disability, religion, age, culture or social class. This will include access to activities, equal treatment and respect towards each individual.

INCLUSION

Cylch Meithrin Meini Bach (Bon-y-Maen)is committed to providing appropriate support to each child who has special educational needs. Cylch Meithrin Meini Bach (Bon-y-Maen)will work in partnership with the local Referral Scheme and other relevant agencies to ensure help and support for the child and his/her family.

CHILD PROTECTION

Cylch Meithrin Meini Bach (Bon-y-Maen) protect all children in its care. Cylch Meithrin Meini Bach (Bon-y-Maen)believes that each child has the right to expect that adults caring for him/her will protect him/her from any harm. The happiness, safety and well being of every child is important to Cylch Meithrin Glan y Fferi.

LEAVING AND COLLECTING CHILDREN

Cylch Meithrin Meini Bach (Bon-y-Maen) ensures that appropriate measures are put in place to leave and collect children safely. A note is made of each individual that is likely to collect the child and we ask the parents to introduce these individuals to the senior staff. It is essential that parents/carers inform the Cylch Meithrin in writing if possible, of any changes in the collecting arrangements.

COMMENTS AND COMPLAINTS

Cylch Meithrin Meini Bach (Bon-y-Maen)aims to provide a service of the highest quality in all aspects of its work. Views and comments from parents/carers about the provision are welcomed, so that the service may be improved if necessary. Any complaints will be dealt with in a constructive way as soon as possible. Any complaints/comments should be made to the nursery manager in the first instance. If a complaint is not resolved satisfactorily, contact should be made with the Responsible Individual.

CARE INSPECTORATE WALES (CIW)

The provision is inspected by the Care Inspectorate Wales (CIW) and a copy of the report is available to read at Cylch Meithrin Meini Bach (Bon-y-Maen)if you so wish, or to view on the CIW website www.careinspectorate.wales

mudiad meithrin
arbenigwyr y blynyddoedd cynnar

Cylch Meithrin Meini Bach (Bon-y-Maen)

POLISI SALWCH/SICKNESS POLICY

Er lles pawb, ni dderbynnir eich plentyn i Gylch Meithrin Meini Bach (Bon-y-Maen) os yw ef/hi yn dioddef o unrhyw salwch heintus. Rhaid cymryd sylw o'r cyfnodau o absenoldeb a argymhellir isod mewn achosion o salwch.

In everyone's interest, Cylch Meithrin Meini Bach (Bon-y-Maen) will not accept any child whilst he/she is suffering from any infectious disease. Parents must observe the recommended periods of absence if there is affected by illness – as outlined below:

Amser i ffwrdd o'r Cylch Meithrin gyda salwch
Period of time away from the Cylch Meithrin with illness

Salwch Illness	24 Awr/hour	48 Awr/hour	72 Awr/hour	Dim symptomau No symptoms	Hollol iach Completely free	Penderfyniad y rheolwr Manager's discretion
Llid y coluddion Gastro-enteritis					X	
Cyfog Sickness		X				
Dolur rhydd Diarrhoea		X				
Anhwylder Llygaid Eye Disorders **Llid yr amrannau** Conjunctivitis		X				
Brech Goch Measles					X	
Clwy'r pennau Mumps					X	
Y Frech Almaenig Rubella					X	
Y Dwymyn Goch Scarlet Fever					X	
Pâs Whooping cough					X	
Tarwden Ringworm					X	

Tymheredd Uchel High Temperature						X
Y Llindag Thrush				X		
Llau Pen Head Lice				X		
Annwyd Common Cold						X
Impetigo Impetigo					X	
Llid yr Ymennydd Meningitis					X	
Y Crafu Scabies					X	
Tonsilitis Tonsillitis				X		
Haint yn y glust Ear Infection				X		
Haint ar y frest Chest Infection				X		
Clwy wedi ei bwytho Stiched Wound						X
Brech yr Ieir Chicken Pox					X	

mudiad meithrin
arbenigwyr y blynyddoedd cynnar

Cylch Meithrin
Meini Bach (Bon-y-Maen)

MANYLION CYSWLLT / CONTACT INFORMATION

Cyfeiriad / Address: **Cylch Meithrin Meini Bach (Bon-y-Maen)**
(Safle CS Mansel Road/Foundation Phase sight on Mansel Road)
Ysgol Gymraeg Y Cwm,
Jersey Road,
Bon-y-Maen,
Abertawe
SA1 7DL

Arweinydd / Leader: **Miss Mari Lanchbury**
Dirprwy / Deputy: **Miss Catrin Watkins**
Cynorthwywyr / Support Assistants : Miss Kimberley Collier
Miss Ffion Owen

Ffôn / Telephone: 07736 460954
Ebost / Email: CMmeinibach@gmail.com

Unigolyn Cyfrifol / Responsible Individual: **Mrs Sarah Bowkett**

Ffôn / Telephone:
Ebost / Email: **BowkettS4@hwbcymru.net**

AGC:

Cylch Meithrin Meini Bach adolygwyd Rhagfyr 2020

CIW : **Welsh Government Office**
Sarn Mynach
Llandudno Junction
LL31 9RZ

Ffôn / Telephone: 0300 7900 126
Ebost / Email: cssiw.southwest@wales.gsi.gov.uk

Enw - Mudiad Meithrin,

Y Ganolfan Integredig,

Boulevard de Saint Brieuc,

Aberystwyth,

Ceredigion

SY23 1PD

Ffôn - 01970 639639

Accounts record: Ti a Fi a Cylch Meithrin Meini Bach 8/11/2019 – 31/03/2020

Incoming			**Outgoing**		
Mudiad Grant	27/9/19	£1000	Leader Wages	27/9/19	£390.00
Cash deposit (fees)	27/9/19	£217.28	Assistant Wages	27/9/19	£297.50
Mudiad Grant	3/10/19	£4000	Leader Wages	25/10/19	£320.58
Cash deposit (fees)	28/10/19	£315	Assistant Wages	25/10/19	£247.74
Cash deposit (fees)	31/1/20	£560	Resources (cheque)	1/11/19	£50
Cash deposit (fees)	14/2/20	£315	Plumber – sink install	1/11/19	£1050
Cash deposit (fees)	14/2/20	£120	Leader Wages	27/11/19	£320.58
Mudiad Grant	20/3/20	£5000	Assistant Wages	27/11/19	£247.74
			Leader Wages	20/12/19	£320.58
Total Incoming:		**£11,527.28**	Assistant Wages	20/12/19	£247.74
			Leader Wages	24/1/20	£320.58
			Assistant Wages	24/1/20	£247.74
			Leader Wages	25/2/20	£197.42
			Assistant Wages	25/2/20	£247.74
			New Leader Medical	25/3/20	£87.50
			Leader Wages	25/3/20	£454.47
			Assistant Wages	25/3/20	£299.20
			Total Outgoing:		**£5347.11**

ADRODDIAD ARIANNOL AM Y FLWYDDYN YN DIWEDDU 31.03.2021
FINANCIAL STATEMENT FOR THE YEAR ENDING 31.03.2021

MEINI BACH

CYLCH MEITHRIN ……..……

	£	2021 £
DERBYNIADAU / RECEIPTS		
Grant MM / MM Grant		5,389.35
Grantiau eraill / Other Grants		4,579.74
Incwm Hyforddi / Training Income		-
Ffioedd Plant a Ti a Fi / Children's Fees		6,471.86
Codi Arian / Fundraising		700.00
Rhoddion / Donations		5.00
Tripiau / Trips		-
Cyfanswm Derbyniadau / Total Receipts		£ **17,145.95**
TALIADAU / PAYMENTS		
Cyflogau, Treth & Pensiwm / Salaries, PAYE & Pensions		12,056.07
Rhent & Gwres / Rent & Heating		-
Ffioedd Crofrestu / MM Registrations		-
Offer, Nwyddau ag Adnoddau / Equipment, Materials & Resources		1,940.13
Costiau Bwyd & Diod / Food & Drink Costs		17.00
Codi Arian / Fundraising		-
Cyrsiau / Courses		147.60
Tripiau / Trips		-
Arall / Other		927.00
Cyfanswm Taliadau / Total Payments		£ **15,087.80**
Gweddill (Diffyg) am y Flwyddyn **Surplus (Deficit) for the year**		£ 2,058.15
Cyfrifon Banc / Bank Balance ar 31.03.2021		8,234.15
Cyfrifon Banc / Bank Balance ar 31.03.2021		5.00
Arian mewn llaw / Cash at 31.03.2021		3.20
CYFANSWN / TOTAL		£ **8,242.35**
Cyfrifon Banc / Bank Balance ar 31.03.2020		6,180.17
Arian mewn llaw / Cash at 31.03.2020		4.03
CYFANSWN / TOTAL		£ **6,184.20**

TYSTYSGRIF ARCHWILWYR / AUDITORS' CERTIFICATE

Archwilwyd y derbyniadau a thaliadau gennyf ynghyd a'r adroddiad uchod a tystiaf eu bod yn unol a'r llyfrau a'r talebion perthnasol.

I have examined the receipts and payments together with the above statement and testify that they are in accordance with the with the relevant books and vouchers.

Mrs N A Evans 16/10/2021

Llofnod/Signature: **Dyddiad/Date…….**