



# Cylch Meithrin Meini Bach (Bon-y-Maen)

## DATGANIAD O DDIBEN Gwanwyn 2023

### NOD AC AMCANION:

Nod Cylch Meithrin Meini Bach yw darparu gofal ac addysg cyfrwng Cymraeg o ansawdd i blant o 2 oed hyd at oed ysgol statudol.

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**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 wedi cofrestru gydag Arolygiaeth Gofal Cymru (AGC) ar gyfer 16 o blant ar unrhyw adeg, gan gyfri am ratios oedolyn i blentyn, plant 2 oed (4-1) a 3 oed (8-1).

### 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 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	Cylch	Gofal Cofleidiol	Gofal Cofleidiol	Gofal Dydd
	9yb-11.25yb	9yb-1yp	11:30yb-3:30yp	9yb-3:30yp

## **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 gallunogi i ddysgu a datblygu i'w llawn botensial. Mae Meini Bach yn deall pwysigrwydd dysgu sylfaen ac yn 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 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 annibynnwydd 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 9yb-11.25yb

9:00yb	9:15yb	9:50yb
Hunan gofrestru Gosod bag a chot ar ei bachyn personol Cyfnod croesawi gyda chân a chofrestri	Dewis rhydd o'r gweithgareddau a pharatowyd - Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda staff	Amser ffrwyth/snac
10:00yb	10:15yb	11:00yb
Chwarae Tu allan / gweithgareddau corfforol (loga)	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

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### Sesiwn Gofal Cofleidiol 9yb-1yp a gofal dydd

9:00yb	9:15yb	9:50yb	
Hunan gofrestru Gosod bag a chot ar ei bachyn personol Cyfnod croesawi gyda chân a chofrestri	Dewis rhydd o'r gweithgareddau a pharatowyd - Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda staff	Amser ffrwyth/snac	
10:00yb	10:15yb	11:45yb-12:45yp	12:45yp
Chwarae Tu allan / gweithgareddau corfforol (loga)	Dewis rhydd o'r gweithgareddau a pharatowyd - Gwahoddiad i chwarae Tasgau ffocws creadigol/llythrennedd/rhifedd tu mewn a thu allan gyda staff	Amser cinio	Amser carped/stori Parato i fynd i'r ysgol/adref

### Sesiwn Gofal Cofleidiol 11.30yb-3.30yp a gofal dydd

11:30yb	11:45yb-12:45yp	12:45yp	
Ymuno a gweithgareddau - gwahoddiadau i chwarae	Amser Cinio	Amser stori a chroesawu gyda chanu - cofrestru	
1:00yb	2:00yp	2:15yp	3:15yp
Dewis rhydd o'r gweithgareddau a pharatowyd - Gwahoddiad	Amser ffrwyth/snac	Dewis rhydd o'r gweithgareddau a pharatowyd - Gwahoddiad	Amser carped/stori

i chwarae Tasgau ffocws creadigol/llythrennedd/rhif edd tu mewn a thu allan gyda staff		i chwarae Tasgau ffocws creadigol/llythrennedd/rhif edd tu mewn a thu allan gyda chynorthwydd / arweinydd Amser symud a siglo - gweithgareddau corfforol	Paratoi fynd adref
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## **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.

Mari Lanchbury – Arweinydd  
Catrin Watkins – Dirprewy Arweinydd  
Alys Williams – Cynorthwydd  
Emily Rees - Cynorthwydd

## **POLISI DERBYN PLANT**

Mae croeso i bob plentyn mynychu Meini Bach gan ein fod yn Cylch Meithrin cynwysedig. Bydd Cylch Meithrin Meini Bach yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

## **POLISI CYFLEODD CYFARTAL**

Bydd Cylch Meithrin Meini Bach yn sicrhau bod pob agwedd o'i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn. 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 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.

## **POLISI GADAEI A CHASGLU PLANT**

Mae Cylch Meithrin Meini Bach 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, 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 gatiâu'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 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.

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## **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 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.

## **POLISIÄU/ADRODDIADAU**

Cedwir copi llawn o'r holl bolisiâu/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 Spring 2023

### AIMS AND OBJECTIVES

Cylch Meithrin Meini Bach 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 accepts children from 2 years to statutory school age.

**GENDER:** Boy/Girl

**LANGUAGE:** The provision operates through the medium of Welsh.

### NUMBER OF CHILDREN

Cylch Meithrin Meini Bach has registered with Care Inspectorate Wales (CIW) for 16 children at any one time, child to adult ratio for 2 year olds (4-1) and 3 year olds (8-1) counted for.

### 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 preparation

## **SERVICE**

Cylch Meithrin Meini Bach 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 -

Monday to Friday.	Cylch	Wrap around	Wrap around	Day Care
	9am-11.25am	9am-1pm	11:30am-3:30pm	9am-3:30pm

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## **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 understands the importance of foundation learning and 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 which support 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:

<b>Morning Cylch session 9am-11.25am</b>		
9:00am	9:15am	9:50am
Self-registration Place bag and coat on their personal hook Welcome session with register and song time	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with staff	Snack/fruit time
10:00am	10:15am	11:00am
Movement session – physical development activities (Yoga)	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

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<b>Morning wrap around session 9am-1pm and day care</b>			
9:00am	9:15am	9:50am	
Self-registration Place bag and coat on their personal hook Welcome session with register and song time	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with staff	Snack/fruit time	
10:00am	10:15am	11:45am-12:45pm	12:45pm
Movement session – physical development activities (Yoga)	Free choice of activities prepared – Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with staff	Lunch time	Carpet session, story time and song Prepare for home time/school transfer

<b>Afternoon wrap around session 11:30am-3:30pm and Day care</b>		
11:30am	11:45am-	12:45pm

	12:45pm			
Join in with activities - Invitation to play	Lunch time	Welcome session with register and song time		
1:00pm	2:00pm	2:15pm	3:00pm	3:15pm
Free choice of activities prepared - Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with staff.	Snack/fruit time	Free choice of activities prepared - Invitation to play. Focus tasks: Creative/literacy/numeracy inside and outside with staff. Movement session - physical development activities	Relaxing time - Yoga	Carpet session, story time and song Prepare for home time

## **STAFF**

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

Mari Lanchbury - Leader  
Catrin Watkins - Deputy Leader  
Alys Williams - Assistant  
Emily Rees - Assistant

## **ADMISSIONS POLICY**

Every child who is within the appropriate age range is welcome to attend Cylch Meithrin Meini Bach. 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 seeks to ensure that all aspects of its activities promote equal opportunities. 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 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.

## **LEAVING AND COLLECTING CHILDREN**

Adolygwyd Ionawr 2023

Cylch Meithrin Meini Bach 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 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 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.

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### **COMPLIMENTS AND COMPLAINTS**

Cylch Meithrin Meini Bach 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.



## CRYNODEB O RAI O BOLISIÄU 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 waeth beth fo'i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Cylch Meithrin Meini Bach yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

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### HYRWYDDO YMDDYGIAD CADARNHAOL

Nod Cylch Meithrin Meini Bach 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 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 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 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 yn ymrwymo i roi cefnogaeth briodol i bob plentyn sydd ag anghenion addysgol arbennig. Bydd Cylch Meithrin Meini Bach 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 yn amddiffyn pob plentyn dan ei ofal. Mae Cylch Meithrin Meini Bach 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.

## **GADAEI A CHASGLU PLANT**

Mae Cylch Meithrin Meini Bach 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 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, pe byddech yn dymuno, neu ar wefan AGC, [www.arolygiaethgofal.cymru](http://www.arolygiaethgofal.cymru)



## SUMMARY OF KEY POLICIES

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

### **ADMISSIONS**

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

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### **PROMOTING POSITIVE BEHAVIOUR**

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

Cylch Meithrin Meini Bach will ensure that every method of behavior 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 behavior 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 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 is committed to providing appropriate support to each child who has special educational needs. Cylch Meithrin Meini Bach 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 protect all children in its care. Cylch Meithrin Meini Bach 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 Meini Bach.

## **LEAVING AND COLLECTING CHILDREN**

Cylch Meithrin Meini Bach 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 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 Leader 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 if you so wish, or to view on the CIW website [www.careinspectorate.wales](http://www.careinspectorate.wales)



## POLISI SALWCH/SICKNESS POLICY

Er lles pawb, ni dderbynnir eich plentyn i Cylch Meithrin Meini Bach 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.

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*In everyone's interest, Cylch Meithrin Meini Bach 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 Completel y free	Penderfynia d y rheolwr Manager's discretion
<b>Llid y coluddion</b> Gastro-enteritis					X	
<b>Cyfog</b> Sickness		X				
<b>Dolur rhydd</b> Diarrhoea		X				
<b>Anhwylder Llygaid</b> Eye Disorders <b>Llid yr amrannau</b> Conjunctivitis		X				
<b>Brech Goch</b> Measles					X	
<b>Clwy'r pennau</b> Mumps					X	
<b>Y Frech Almaenig</b> Rubella					X	
<b>Y Dwymyn Goch</b>					X	

Scarlet Fever						
<b>Pâs</b> Whooping cough					<b>X</b>	
<b>Tarwden</b> Ringworm					<b>X</b>	

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



**MANYLION CYSWLLT / CONTACT INFORMATION**  
**CYLCH MEITHRIN MEINI BACH**



**Cyfeiriad / Address:**

**(Safle Cyfnod Sylfaen Mansel Road/Foundation Phase sight on Mansel Road)**

Ysgol Gymraeg Y Cwm,  
Jersey Road,  
Bon-y-Maen,  
Abertawe  
SA1 7DL

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**Arweinydd / Leader:**

**Miss Mari Lanchbury**

**Ffôn / Telephone:**

07395136474

**Ebost / Email:**

cmmeinibach@gmail.com

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**Unigolyn Cyfrifol /**

**Mrs Sara David**

**Responsible Individual:**

**Ffôn / Telephone:**

01792650326

**Ebost / Email:**

**[edunet.gov.uk](mailto:Sara.David@swansea-edunet.gov.uk)**

**[Sara.David@swansea-](mailto:Sara.David@swansea-edunet.gov.uk)**

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**AGC CIW :**

**Welsh Government Office**

**Sarn Mynach**

**Llandudno Junction**

**LL31 9RZ**

**Ffôn / Telephone:**

0300 7900 126

**Ebost / Email:**

[cssiw.southwest@wales.gsi.gov.uk](mailto:cssiw.southwest@wales.gsi.gov.uk)

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Enw -

Mudiad Meithrin,  
Y Ganolfan Integredig,  
Boulevard de Saint Brieuc,  
Aberystwyth,  
Ceredigion  
SY23 1PD

Ffôn -

01970 639639

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## Cylch Monthly Transactions

Income			
Fees	30 hours	S Servs	Total
325	320	140	785

Expenditure		
Staff Net Wages		HMRC
Mari	150	
Catrin	100	
Kim	80	
Ffion	80	
Totals	410	250

Example ↑

Pension	Nerys	Exp Total
100	15	775

<b>Balance</b>
10

Cylch Monthly Transactions

Ebrill 21

Income								
Fees	30 A	30 NPT	S Servs	Grant	Debt	other	HMRC	Total
826.00	486.00				68.00	560.63		1940.63

Expenditure						
Staff Net Wages		HMRC	Pension	Nerys	Other	Exp Total
Mari	597.34					
Catrin	157.5					
Kim	621.63					
Totals		149.2		15.00	1515.23	1679.43

Balance
261.20

Balance	261.20
Less Cash Expenditure	
Overall Monthly Balance	261.20

Cylch Monthly Transactions

Mai 21

Income							
Fees	30 A	30 NPT	Other	Grant	Debt	HMRC	Total
1984.00	738.00		31.99	445.00			3198.99

Expenditure						
Staff Net Wages		HMRC	Pension	Nerys	Other	Exp Total
Mari	647.4					
Catrin	458.14					
Kim	444.38					
Totals		164.14				164.14

Balance
3034.85

Balance	3034.85
Less Cash Expenditure	
Overall Monthly Balance	3034.85

Cylch Monthly Transactions

Mehefin 21

Income							
Fees	30 A	30 NPT	Other	Grant	Debt	HMRC	Total
2356.00	802.00						3158.00

Expenditure						
Staff Net Wages		HMRC	Pension	Nerys	Other	Exp Total
Mari	764.3					
Catrin	503.74					
Kim	539.54					
Totals		218.95		30.00	134.98	383.93

Balance
2774.07

Balance	2774.07
Less Cash Expenditure	
Overall Monthly Balance	2774.07

Cylch Monthly Transactions

Gorffennaf 21

Income							
Fees	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
958.50	936.00	108.00					2002.50

Expenditure					
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total
Mari	764.3				
Catrin	450.04				
Kim	398.44				
Totals	306.35		15.00		321.35

Balance
1681.15

Balance	1681.15
Less Cash Expenditure	
Overall Monthly Balance	1681.15

## Cylch Monthly Transactions MEDI 21

Income			
Fees	30 hours	S Servs	Total
2964.00	684.00	204.00	3852.00

Expenditure					
Staff Net Wages		HMRC	Pension	Nerys	Exp Total
Mari	1937.77				
Catrin	804.13				
Kim	396.42				
Ffion	403.52				
Totals	3541.84		73.07	15.00	3629.91

Balance
222.09

222.09  
 20.05  


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 202.04

Cylch Monthly Transactions HYDREF 21

Income			
Fees	30 hours	S Servs	Total
2496.00	675.00	178.50	3349.50

Expenditure					
Staff Net Wages		HMRC	Pension	Nerys	Exp Total
Mari	1119.11				
Catrin	667.65				
Kim	511.67				
Ffion	512.87				
Totals	2811.30		62.37	60.00	2933.67

Balance
415.83

415.83  
76.06

339.77

Cylch Monthly TransactionsTachwedd 21

Income			
Fees	30 hours	S Servs	Total
4286.00	936.00	170.00	5392.00

Expenditure					
Staff Net Wages		HMRC	Pension	Nerys	Exp Total
Mari	1131.71				
Catrin	724.65				
Kim	546.82				
Ffion	380.57				
Totals	2783.75		71.14	30.00	2884.89

Balance
2507.11

2507.11  
218.33

2288.78

### Cylch Monthly Transactions Rhagfyr 21

Income			
Fees	30 hours	S Servs	Total
2174.00	729.00	119.00	3022.00

Expenditure					
Staff Net Wages		HMRC	Pension	Nerys	Exp Total
Mari	1125.07				
Catrin	642.57				
Kim	499.56				
Ffion	459.32				
Totals	2726.52	192.10	64.43	15.00	2998.05

23.95

81.66

-57.71

**Balance**

--

23.95

## Cylch Monthly Transactions Ionawr 22

Income			
Fees	30 hours	S Servs	Total
2775.13	726.75		3501.88

Expenditure		
Staff Net Wages		HMRC
Mari	1147.47	
Catrin	674.49	
Kim	502.93	
Ffion	414.32	
Totals	2739.21	280.45

398.02
114.00
<hr/> 284.02

Pension	Nerys	Exp Total
69.20	15.00	3103.86

Balance
398.02

Cylch Monthly Transactions

Income			
Fees	30 hours	S Servs	Total
2928.75	1307.25	238.00	4474.00

↑  
Including Free debt

Chwefror 22

Expenditure					
Staff Net Wages		HMRC	Pension	Nerys	Exp Total
Mari	1147.47				
Catrin	635.73				
Kim	342.18				
Ffion	466.07				
Totals	2591.45	240.25		15.00	2846.70

Balance
1627.3

1627.30  
164.04  
1463.26

Cylch Monthly Transactions

Mawrth 22

Income							
Fees	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
3344.60	2058.75	0.00	170.00	900.00	831.00	77.08	7381.43

Expenditure						
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total	
Mari	921.42					
Catrin	921.83					
Ffion	412.07					
Alys	307.28					
Emily	192.28					
Totals	2754.88	73.52	66.38	15.00	94.80	3004.58

Balance
4376.85

Balance	4376.85
Less Cash Expenditure	104.36
Overall Monthly Balance	4272.49

**Cylch Monthly Transactions**

**Ebrill 22**

Income								
Fees	Fee cash	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
1524.24	141.00	823.00	144.00	68.00		587.50		3287.74

Expenditure					
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total
Mari	1140.16				
Catrin	699.29				
Ffion	432.59				
Alys	311.26				
Emily	51.23				
Totals	2634.53	168.27	63.95		2866.75

Balance
420.99

Balance	420.99
Less Cash Expenditure	120.13
Overall Monthly Balance	300.86

## Cylch Monthly Transactions

Mai 2022

Income								
Fees	Fee cash	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
2167.00	278.00	2075.00	120.00	272.00		119.50		5031.50

Expenditure						
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total	
Mari	1126.98					
Catrin	979.18					
Ffion	555.81					
Alys	186.24					
Emily	13.66					
Totals	2861.87	188.24	70.59	30.00	79.99	3230.69

Balance
1800.81

Balance	1800.81
Less Cash Expenditure	283.87
Overall Monthly Balance	1516.94

## Cylch Monthly Transactions

06/22

Income								
Fees	Fee cash	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
1951.00	205.00	1235.00			350.00	1016.00		4757.00

Expenditure						
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total	
Mari	1179.69					
Catrin	1206.43					
Ffion	244.38					
Alys	402.73					
Emily	423.46					
Totals	3456.69		208.07	15.00	1630.63	5310.39

Balance
-553.39

Balance	-553.39
Less Cash Expenditure	306.64
Overall Monthly Balance	-860.03

**Cylch Monthly Transactions**

**07/22**

Income								
Fees	Fee cash	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
1894.84	68.00	2630.00				384.00		4976.84

Expenditure					
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total
Mari	1251.99				
Catrin	1162.32				
Ffion	555.51				
Alys	472.47				
Emily	198.07				
Totals	3640.36	186.48			3826.84

Balance
1150.00

Balance	1150.00
Less Cash Expenditure	220.06
Overall Monthly Balance	929.94

## Cylch Monthly Transactions

08/22

Income								
Fees	Fee cash	30 A	30 NPT	S Servs	Grant	Debt	HMRC	Total
255.00								255.00

Expenditure					
Staff Net Wages	HMRC	Pension	Nerys	Other	Exp Total
Mari	1215.99				
Catrin	1192.11				
Ffion	0				
Alys	367.85				
Emily	0				
Totals	2775.95	250.25	227.29	15.00	3268.49

Balance
-3013.49

Balance	-3013.49
Less Cash Expenditure	
Overall Monthly Balance	-3013.49

**ADRODDIAD ARIANNOL AM Y FLWYDDYN YN DIWEDDU 31.03.2022**  
**FINANCIAL STATEMENT FOR THE YEAR ENDING 31.03.2022**

**MEINI BACH**

CYLCH MEITHRIN .....

	2022
	£
<b>DERBYNIADAU / RECEIPTS</b>	
Grant MM / MM Grant	1,000.00
Grantiau eraill / Other Grants	1,422.08
Incwm Hyforddi / Training Income	-
Ffioedd Plant a Ti a Fi / Children's Fees	38,879.75
Codi Arian / Fundraising	1,468.45
Rhoddion / Donations	3.35
Tripiau / Trips	-
	-
<b><u>Cyfanswm Derbyniadau / Total Receipts</u></b>	<b><u>£ 42,773.63</u></b>

**TALIADAU / PAYMENTS**

Cyflogau, Treth & Pensiwm / Salaries, PAYE & Pensions	30,162.36
Rhent & Gwres / Rent & Heating	-
Ffioedd Crofrestu / MM Registrations	-
Offer, Nwyddau ag Adnoddau / Equipment, Materials & Resources	2,344.37
Costiau Bwyd & Diod / Food & Drink Costs	184.32
Codi Arian / Fundraising	148.49
Cyrsiau / Courses	249.60
Tripiau / Trips	-
Arall / Other	708.79
<b><u>Cyfanswm Taliadau / Total Payments</u></b>	<b><u>£ 33,797.93</u></b>

Gweddill (Diffyg) am y Flwyddyn Surplus (Deficit) for the year	£ 8,975.70
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Cyfrifon Banc / Bank Balance ar 31.03.2022	16,363.21
Cyfrifon Banc / Bank Balance ar 31.03.2022	398.44
Arian mewn llaw / Cash at 31.03.2022	104.36
Arian mewn llaw / Cash at 31.03.2022	352.04
<b>CYFANSWN / TOTAL</b>	<b><u>£ 17,218.05</u></b>

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
<b>CYFANSWN / TOTAL</b>	<b><u>£ 8,242.35</u></b>

CADEIRYDD / CHAIRPERSON .....

TRYSORYDD / TREASURER .....

**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.

**N. A Evans**

**11/09/2022**

**Llofnod/Signature:**

**Dyddiad/Date.....**