

Welcome to Cylch Meithrin y Bontfaen!

Cylch Meithrin y Bontfaen (the Cylch) operates under the Mudiad Ysgolion Meithrin (MYM) umbrella and promotes nursery provision through the medium of Welsh to children over two and a half years of age until they begin full-time education. The emphasis is on education through play, since play is fundamental to all aspects of child development. The Cylch abides by the rules and regulations of the MYM and is inspected annually by CSSIW.

Estyn (His Majesty's Inspectors for Education and Training in Wales) also inspect the Cylch every six years, Cylch Meithrin y Bont-faen was inspected on the 20th January 2009 Cylch Meithrin y Bont-faen obtained six Grade 1s for the quality of its education and an additional four Grade 1s for the standard of teaching received by children in six areas of learning. Lead Inspector Mr Eifion Morgan stated "The teaching is firmly based on a secure knowledge and understanding of the Foundation phase curriculum.

Very good relationships between adults and children are evident and this contributes significantly to the children's progress, achievements and well being."Practitioners work very well as a team and are highly efficient in supporting children's progress and achievement", the full Estyn report can be seen at www.estyn.gov.uk . The Cylch is registered as a charity with the charity Commission.

The Cylch is located in a new purpose built unit adjacent to Cowbridge Leisure Centre. The unit is alarmed and fully enclosed and is compliant with disability legislation. There is a soft play area and garden, whilst in the unit there are a variety of toys, a quiet corner and a playhouse together with tables and

chairs for the children. We also have a computer with internet access and printer.

The Cylch is managed by a Committee and its members are all volunteers. The Committee is responsible for the efficient and safe operation of the Cylch, its financial affairs and the employment of staff. The Committee employs staff on a temporary and permanent basis in accordance with the regulations of staff-child ratio. All staff are vetted by the Criminal Records Bureau. The Cylch Leader holds a CACHE Level 3 Diploma in Childcare and Early Years Education. The staff attend first aid courses regularly and other training courses arranged by MYM e.g. Child protection, food hygiene, health and safety etc.

The Cylch is a non profit making organisation which means that we must cover the cost of salaries, the costs of the building and day to day running costs and equipment from fees and fund-raising activities.

General information

when your child starts at Cylch you will be required to fill in a registration form to ensure that we have all the relevant information about your child. You will also be required to bring in photographs of people who are likely to collect your child from the cylch at any time. All this information will be kept confidential and secure.

If at any time you have arranged for a person who is not known to the staff at the Cylch, to collect your child a 'password' system is in operation. Please see a member of staff for further details when the situation arises.

We would ask that you keep to the set times as we are not insured to have the children in the building before 9.00am or after 3.00pm

You are welcome to stay with your child for part of each session to begin with until he/she has settled in. After that, we do not encourage parents to stay as you will soon see that your child will settle quite quickly.

The children are encouraged to play with water, glue, sand, paint, clay and so on, so please do not bring your child in their best clothes. We do use aprons, but of course accidents can occur.

As we try to use outdoors in all weathers we would ask that you provide a pair of wellies for your child and also appropriate clothes. We have a number of wet weather suits for use with small groups when the weather is wet.

We try to encourage the children to visit the ty bach (toilet) regularly. On occasion an accident will happen, but we make no fuss, and have a change of clothing to hand, which we ask you to wash and return at your convenience.

We do not encourage children to bring toys with them to the Cylch. If they do so, we will put them on one side in a box until the end of the session to ensure they do not get lost or damaged. The exception to this rule is when the Play Leader asks the children to bring something specific to the Cylch, which we will name and return when we have finished.

The sessions are conducted in Welsh but attention is paid to ensure that learners are fully involved.

Foundation Phase

We have been a pilot setting for the foundation phase which rolled out across Wales in September 2008 into early years education. Play is planned to cover the areas of learning as stipulated in the Foundation Phase Guidelines, namely:

Language, literacy and communication
Personal, Social Development, Well-being and cultural diversity
Physical Development
Knowledge and understanding of the world
Moral and spiritual development
Welsh Language Development
Mathematical Development
Creative Development
Please ask for further details.

Records and Reports

The Cylch Leader keeps a record on information given by parents and a record of a child's progress. Your child is assessed continually throughout the Cylch. The Leader is happy to discuss a child's progress with the parent and to share the information recorded. We will provide you with a written annual report (with the exception for children receiving wraparound care from the nursery unit at Ysgol Iolo Morganwg), and will pass a copy of this to the appropriate follow up school/nursery.

Managing and modifying behaviour

The Cylch has a behaviour management policy which ensures that physical punishment is not used in controlling the behaviour of any child.

If there are any concerns about your child's behaviour, the staff will contact you and discuss the possibilities of implementing a programme of behaviour management consistent with your child's age, development and individual needs.

Bilingualism

Cylch Meithrin is a Welsh Medium Play group. Our aim is to introduce the Welsh language gradually to each child in the hope that you will choose to send your child to a Welsh Medium Primary School, in our case, Ysgol Iolo Morganwg. If you would like to visit the School, then please talk to the Leader who would be pleased to arrange a visit for you, or contact the school on 01446 7

Whilst bilingualism is not as common in the Vale as it once was, it is worth remembering that 70% of the world population speaks more than one language. Most children speak more than one language before they reach the age of 5. Research proves that children learn a second language very easily, and the advantages of this are well documented. In the Cylch, the children will learn Welsh through play and learning processes, through movement and song, repetition. Together these different approaches enhance their understanding of the language

Medicine

If your child has to take medicine of any sort, arrangements must be made with the staff and the appropriate form completed and signed. We will only administer medicine in an emergency and only if the medicine is prescribed by a Doctor. On no account will we administer medicine which is out of date. A book is kept recording medicine given and date of last administration.

Illness

If your child becomes ill during a Cylch session, the staff will inform you immediately on the contact telephone numbers that you have provided. It is therefore important that these numbers are kept up to date. If it is considered that your child is suffering from a communicable disease Cylch staff will request that you check with your GP. The staff will inform parents of other children so that they are aware to look out for symptoms in their child. If your child is suffering from diarrhoea or sickness we request you do not send your child to school for at least two days after symptoms have ceased.

If your child suffers this at Cylch we will have to contact you to ask you to collect your child from Cylch.

Food and Drink

Children are given a drink and a small snack mid morning and a drink mid-afternoon following their lunch so there is no need for them to bring sweets, crisps etc. We give all the children milk to drink – and water is provided ONLY if the Play leader is informed of a genuine reason as to why that child should not be given milk. If your child is to have lunch at the Cylch please ensure that there is an ice-pack in their lunch box.

Celebrating a birthday

We do try to celebrate each child's birthday in turn. We will ask you to bring a birthday cake to the Cylch for your child to celebrate their birthday with their friends.

Staff kindly request that you do not bring a chocolate cake.

Learning Welsh

If you have some knowledge of Welsh then please use it with your child at every opportunity and in the Cylch of course.

Perhaps you may be interested in learning Welsh yourself.

There are a number of classes in the area, and we do keep all the information in the Cylch. If you would like a chat about the possibilities, do come and ask.

There are a number of very good Welsh language programmes for children and learners regularly on S4C. There is also a Welsh children's magazine, 'Wcw' available from Golwg. There is an English translation included. We are also able to order Welsh books and videos if you are interested.

Smoking

Smoking is not allowed in the Cylch building or the outdoor areas.

Car Parking

Access to the Unit is behind the Leisure Centre via a designated footpath. Please note that this is the only access to the Unit. Parking is available at the Leisure Centre and the nearest access point to the footpath is by parking in the left hand parking bays upon approach to the Leisure Centre.

Compliments and Complaints Procedure

The Cylch welcomes any comments that you have about the service provided, wither in person or in writing to the Chair of the Management Committee. You can also make your comments by completing a Cylch Meithrin Evaluation Form (available from the Cylch).

If you have a complaint about the service or any matter to do with the Cylch, the procedure is set out in the Volunteers' Handbook under the compliments and Complaints Policy; this is available in the Cylch. If you need ot complain further to the Care Standards Inspectorate for Wales you may do so by contacting the office of the Inspectorate CSSIW, VAle and Valleys Region, Unit 4/5 Charnwood Court, Billingsley Road, Nantgarw Park CF15 7QZ (Tel: 01443 848528).

All correspondence, notes and reports relating to a complaint will be kept by the Cylch and made available to CSSIW to inspect.

If the complaint involves an accusation of abuse of a child, the Cylch will immediately make a referral in accordance with locally agreed procedures for Child Protection.

Educational Visits We believe it is very important for the children to have regular external visits. To make this possible we ask for parents/ carers assistance with transportation and to help during the visit. Before your child can leave the Cylch we require your consent, please remember to sign the form with the Leader.

Fund Raising

If we are to run effectively, then we need to raise money on a regular basis. This is something else you can help with by bringing ideas to the meetings, and making yourself available for fund raising events.

Cylch Constitution and Policies

A copy of the Cylch Constitution and all Cylch Policies are available in the Cylch to read, borrow or take home with you to read and return to the Cylch - please ask the Leader for a copy.

Parent/ Management Committee

We have a parent Committee which is responsible for the day to day running of the Cylch. The Committee meets as often as required and not less than once every term. We trto encourage all parents to attend the meetings in order to contribute suggestions, ideas, changes and raise issues to improve the effectiveness of the Cylch. The Committee will also provide an Annual Report and Accounts to the Annual General Meeting which will be available to all parents. Membership to the Committee is open to parents or guardians of every child who attends the Cylch.

Annual General Meeting

The AGM will be held in June or as soon as practicable thereafter every year. The Report and Accounts for the preceding year shall be presented to the meeting. Voting at the AGM shall be on the basis of one vote per family. Members of the Committee shall be elected at the meeting and will hold office until the end of the next AGM.

Day Care and Fees

The Cylch provides the following options of care for your children:

Morning session - 9.00am - 12.00pm

Afternoon session - 12.00pm - 3.00pm

All day (morning and afternoon session combined) - 9.00am - 3.00pm

* The Cylch have provided a wraparound care service to children attending the Nursery Unit at Ysgol Iolo Morganwg for some time. From September 2008 children from the school receiving this care will be accompanied by staff in a minibus to the Cylch, for the afternoon session. An additional charge will be levied for the minibus service.

Fees are reviewed regularly by the Parent Committee. An up to date note of current fees is included in the handbook. After starting at the Cylch the Treasurer will provide you with an invoice of fees which will be payable per half-term in advance. Should your child be ill at home, we require that the fees be paid but in the event of hospitalisation of your child, you will not be expected to pay your child's fees.

Payment options, including Busy Bees vouchers may be discussed with the Treasurer. Two weeks' notice is required if you no longer wish your child to attend Cylch.

Cylch Ti a Fi

This is a group for parents/carers and their children up to school age. Every parent helps during sessions by preparing drinks, tidying up and so on. The children enjoy playing with toys and at the same time, parents have an opportunity to get to know one another. It also gives non-Welsh speakers an opportunity to learn Welsh along with their children. Details of time and venue can be obtained from the Leader.

Mudiad Ysgolion Meithrin

Aim

The aim of the Mudiad Ysgolion Meithrin is to provide every child under school age in Wales with an opportunity to benefit from nursery experience through the medium of Welsh.

Principles

Mudiad Ysgolion Meithrin believes:

- * That Welsh is an advantage for children. As many hours as possible are provided, and Welsh is the only language used in the activities of the Cylchoedd.
- * That play is fundamental to the physical, emotional, linguistic, social and intellectual development of children. Every opportunity to learn through play is provided at the Cylchoedd.
- * That children, whatever their needs, benefit from experience of a Cylch Meithrin and Cylch Ti a Fi.

Children with special needs are welcomed to the Cylchoedd.

* That the family is the foundation for children's development. Every opportunity is provided for families to support the nursery experience of their children, and linguistic and social support is provided for families through the activities of Cylchoedd Meithrin and Cylchoedd Ti a Fi.

* That children have a right to expect that the adults who care for them will protect them from abuse of any kind. Cylchoedd Meithrin and Cylchoedd Ti a Fi will work with the Statutory Services to protect children.

* That it is essential for each child who attends a Cylch to be able to continue Welsh Medium education. To these ends, the Mudiad calls for the establishment of a Welsh-medium school within easy reach of all children.

CYLCH MEITHRIN Y BONTFAEN

Our Statement Of Value

The Cylch Meithrin believes that every child has the right to:-

* receive care, love and respect

* receive appropriate attention and support in order to meet her/his special needs

* benefit from all play opportunities

* guidance which will enable her/him to become a full member of society

* be stimulated in order that he/she develops to her/his full potential

* benefit from nursery experiences through the medium of Welsh

* be treated as an equal regardless of race, colour, religion, nationality
or social background

The Cylch Meithrin will work with parents* to promote these values.

*In "A Handbook for Volunteers", parent/parents' refer to the person/persons who hold legal responsibility for the child

CYLCH MEITHRIN Y BONTFAEN

Our Statement of Purpose

* Cylch Meithrin Y Bontfaen offers children the opportunity to learn through play, in a safe, secure and stimulating environment through the medium of Welsh. We aim to help children to fully develop their potential. For the past 4 years we have been a pilot setting for the Foundation Phase.

* Play is planned and learning covers the areas of learning as stipulated in Foundation Phase Guidelines: Personal and Social Development and Well being and Cultural Diversity, Multicultural Understanding, Creative development, Mathematical Development, Language, Literacy and Communication, Physical Development and Knowledge & Understanding of the World. Moral and Spiritual Development.

* We are currently registered to care for 24 children in one session providing we have a ratio of 1 adult to 4 children (two and a half years of age) and 1 adult to 8 children (age 3 and above). We care for both gender and promote equal and racial equality. We are also willing to care for children with special needs and will work with parents and outside agencies to enable children with specific needs to be fully involved in learning through play and to develop to their full potential.

We are able to care for children from two and a half to five years.

* We have a wide variety of good quality equipment which is regularly checked for safety and hygiene. The equipment and resources used is suitable for the age range we cater for. Children are offered toast, dried or fresh fruit and milk or water during the morning and a drink mid afternoon. Any specific requests or needs are noted and children are offered alternatives provided there is a genuine need e.g. because of an allergy.

* Half termly or termly plans for activities are drawn up. All activities / stages are planned for children's specific needs and are age appropriate. All activities are carried out through the Welsh Language but English is used alongside if this is felt appropriate and helpful to the child. We also ensure activities are carried out inside and outside and believe being outdoors has a positive impact on well being of the children.

* Care will be provided under the terms and conditions of the contract.

Morning Timetable

9.00am	Arrive/start/welcome Please help your child to hang their coat/bag on the hook. Please help your child to look for their names and post in the post box. Children will later count names and chalk number on the board during registration. Free play (Children can choose activities inside or out- see below.
9.20am	Good morning Register discuss the weather. Short discussion (perhaps linked theme but usually child led) Children to count staff then children-take turn to chalk numbers on board.
9.30am	Free play (ACTIVITIES OUTSIDE AND IN) Climbing frame/balancing beams, play dough, home corner, art and crafts, blocks, painting, train/farm, duplo, Reading (quiet corner), dressing up, water/sand/rice, games, pencils, crayons, board games (small groups).
10.30am	Tidy up time-Children to help

- 10.40 Story with member of staff (whilst other staff tidy and prepare break)
- 10.50am Wash and dry hands
- 10.55am Have a break (quiet discussion with their peers/staff). Snack provided- usually toast and raisins. Occasionally a biscuit and or fresh fruit.
- 11.10am Physical Activity:

Bikes/balls (Outside or inside), movement/dance, parachute, obstacle course,drama.
- 11.30am Singing/musical instruments/circle game
- 11.45am Dress in coats/any work to be given out.
- 11.55am Hwyl Fawr (Time to go home)

Remember that we are only legally responsible for your child/children between 9.00am-12.00pm

Afternoon Timetable

12.00pm Staff Greet Children

Registration
Count Children/ Find number on number line
Discuss weather

Physical play – either in or out dependent on weather
(Whilst Staff prepare tables and lunch)

12.25pm Children Wash hands ready for lunch

Lunch (this takes as long as it takes for them to eat!!)

Staff sit with the children and eat with them

(This is an excellent time for socialising although children are also encouraged to learn about manners- no eating and speaking at the same time/Please/Thank you etc)

1.15pm Free Play (planned activities take place during this time) play dough, home corner, art and crafts, blocks, painting, train/farm, duplo, Reading (quiet corner), dressing up, water/sand, board games (small groups), pencils, crayons, board games (small groups). Role Play: Shop, Office, Baby Clinic, Vets, Library etc.

2.10pm Tidy up time – children to help

2:15pm Story/ Video/ DVD/ Discussion

2.25pm Drink

2.35pm Planned Physical Activity (Depending on weather-could be bikes/balls etc outside.)

2.55pm Singing/ musical instruments (child led)

3.00pm Goodbye/ Time for home

Remember that we are only legally responsible for your child/children between 12.00pm-3.00pm