



Statement of Purpose

Datganiad o Ddiben

Cylch Meithrin
Pentreuchaf



Cylch Meithrin Pentreuchaf Statement of Purpose

2024-2025

Aims and Objectives

The aim of the Cylch Meithrin is to provide care and education through the medium of Welsh, giving more support to non-Welsh speaking children. Opportunities are provided for children to develop their full potential whilst at the Cylch by offering the Foundation Phase Curriculum and teaching and learning strategies of learning through play.

All pre-school aged children will have the opportunity to take advantage of Welsh medium experiences that will enable children to be creative, use their imagination and have fun while learning.

All children are welcomed to the Cylch regardless of colour, race, social class, family situation or educational needs. We hope that your child will be happy at the Cylch and benefit from the provision.

We hope you find this handbook useful and answer many questions you may have about the day to day running of the Cylch. However, you are very welcome to discuss any matter with the Cylch Leader, staff or committee members at any time.

The Cylch accepts children between the ages of 2 and 3 for 10 hours a week.

Number of Children

The maximum number of children the Cylch can accommodate at any one time is 19. The ratio of adults to children is 1:3 under 2 years; 1:4 2 years old; 1:8 3-7 years.

Opening hours

Cylch Meithrin Pentreuchaf is registered as Full Day Care with the Care Inspectorate Wales.

The sessions are held at Ysgol Pentreuchaf as follows:

*The **Cylch Meithrin** is open between 1:30pm and 3:35pm Monday - Friday for 39 weeks of the year (term time) excluding bank holidays, in line with Gwynedd Council school holidays.*

***Meithrin Mwy** care provision is also available between 11.00am and 1:30pm Monday - Friday for 39 weeks of the year (school term) excluding bank holidays, in line with Gwynedd Council school holidays.*

Location

The Meithrin Mwy sessions will be held in the school hall from 11:00am - 1:30pm.

The Cylch Meithrin sessions will be held in the school hall from 1:30pm - 3:35pm.

The Meithrin Mwy children will have the opportunity to eat their lunch in the school hall with the Foundation Phase children between 12:00pm - 1:00pm. School lunches can be pre-ordered online or the children are welcome to bring a packed lunch.

Registration

When your child starts at the Cylch you will be asked to register by completing the following forms:

- *Registration Form - P1*
- *Agreement between parents and the Cylch (you will receive a copy to keep)*
- *Child Collection form*
- *Photo Consent form*
- *Consent form to take children out*
- *Photo consent form for website/social media*

Staff

The provision is provided by a team of qualified and dedicated staff. A program of in-service training is organized to ensure that they have the knowledge and skills necessary to provide the highest quality care and education possible.

Please be assured that the staff will make every effort to ensure that your child settles quickly and happily at the Cylch. During the year students come to the Cylch for work experience under the supervision of the Leader.

During the Summer term an annual staff appraisal is required to discuss any concerns/ comments from staff and discuss any needs and training they require. Weekly staff meetings are also part of this process.

The Cylch accepts children with additional needs and is in contact with the Gwynedd Referral Scheme. For more information about the Cylch's arrangements please contact the Cylch Leader.

Staff Training

All Cylch staff have the opportunity to attend various courses to broaden children's experiences. The Cylch closes for 3 staff training days with Dechrau'n Deg annually. If there is a situation where more than two members of staff have to attend a course then the Cylch will have to close for that day.

Cylch Leader:	Julie Davies
Assistant:	Ffion Hughes
Assistant (Cam wrth Gam):	Angharad Wyn Ford
Registered Person/Responsible Individual:	Helen Vaughan-Jones

Cylch Committee

The Cylch Meithrin Management Committee is responsible for the appointment, employment and dismissal of Cylch staff. The Committee will ensure that appointed staff and the Cylch's staffing arrangements comply with the Care Inspectorate Wales (CIW) registration requirements. It will also ensure that all appointed staff have recognized qualifications in care and education as well as relevant experience.

The Committee is elected during an Annual Committee in July each year. The officers required are a chairman, secretary, treasurer and registered person. This Committee will be responsible for the smooth running of the Cylch and that all staff and parents are happy.

The treasurer is responsible for paying staff salaries and keeping an account book of all expenditure and income for the year.

Cylch Meithrin Committee Members:

Chair:	Mrs Siwan Tomos
Secretary:	Mrs Alaw Mai Griffith / Mrs Gwawr Ellis
Treasurer:	Ms Naomi Jones
Registered Person/Responsible Individual:	Mrs Helen Vaughan-Jones
Cylch telephone number:	01758 750600
Cylch email:	pentreuchafcylchmeithrin@gmail.com

Registration

Cylch Meithrin Pentreuchaf is registered with the Care Inspectorate Wales (CIW) for the admission of 19 children. The Cylch has an audit every two years. Following the audit, the Cylch will act on any recommendations. You are welcome to contact CIW to discuss any matter including any commendations.

Care Inspectorate Wales, North Wales Region, Government Offices, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ.

Phone: 0300 7900126

Email: AGC@llyw.cymru

<https://arolygiaethqofal.cymru/>

Admission

The Cylch Meithrin offers Nursery education for children from two to three years of age through the medium of Welsh. Up to 19 children are allowed per session.

Fees

There is a fee for each session and you will be invoiced by the Cylch staff. This amount needs to be paid to reserve your child's place, including days when they are unable to attend. You will receive a monthly bill and if the balance has not been paid within the month then we cannot guarantee a place for your child. You will be required to pay via the Cylch's bank account. It is important to apply as soon as possible.

2024 - 2025 Fees

£10.00 - Meithrin Mwy session (11:00-1:30)

£8.00 - Cylch Session: (1:30-3:35)

£18.00 - for the day

The 30 hour free Childcare Offer for Wales

Eligible children may be entitled to up to 20 hours of Government funded childcare during term time, in addition to the 10 hours already provided by the Foundation Phase. Eligible children can accept the offer; from the beginning of the term following their third birthday, to the September following their fourth birthday, when they start full-time education.

Covid-19 Procedures

The Cylch Meithrin and Meithrin Mwy provision adhere strictly to the procedures set out in the 'Covid-19 re-opening Policy' and the Covid Risk Assessment. The policy and risk assessment are available for parents to see in full. Please contact the Cylch Leader/ Responsible Person for further information.

Welsh Language Policy

The Cylch aims to offer every pre-school child in its catchment area the opportunity to have pre-school experiences through the medium of Welsh. The Cylch will ensure that all its activities within the provision are conducted through the medium of Welsh. It will also ensure that no parent is excluded from any activity on the basis of their linguistic background.

Child Protection

The aim of the Cylch is to protect every child in our care. We are committed to ensuring that the rights of the child are a priority, and that the children are protected. We support the principles of United Nations Convention on the Rights of the Child 1989 (UNCRC). The Cylch believes that the happiness, safety and well-being of all children is important.

The Cylch Management Committee and staff follow the District Child Protection Committee procedures in cases of suspected abuse. If staff believe that a child is being abused, they will take action by contacting the Registered Person and/or the Gwynedd Council Social Services Department. If a member of staff is suspected of abuse, then the committee will contact Social Services. The flowchart of what to do can be seen on the Cylch notice board. Cylch staff regularly attend child protection courses.

Additional Learning Needs

The Cylch operates in accordance with the Additional Learning Needs Code of Practice for Wales. Our aim is to give every child the opportunity to benefit from Welsh-medium nursery education, regardless of need, and we are committed to give due attention to all children with Additional Learning Needs. We work closely with the child referral scheme and other agencies to ensure that help and support is available for the child and their family.

We recognize that the needs of the child are constantly changing and developing, and we are committed to ensuring that our provision meets their needs. We respect the principle of confidentiality in all aspects of special needs.

The Cylch Leader is responsible for ensuring that the Cylch cares for the needs of these children, and will be available to discuss with parents if required.

The Cylch Meithrin will produce an Individual Play Plan for each child with additional needs, working in conjunction with the support teacher and appropriate agencies.

Facilities

The Cylch is held in Ysgol Pentreuchaf school hall. No member of the public can open the outside door of the hall and gain access to the Cylch without the permission of the Leader. The hall is used every day for a variety of activities; both doors are locked for this set time. A

member of staff will accompany your child to the toilet at all times. There is also a convenient kitchen next to the hall to prepare drinks and fruit for the children.

Within the classroom, 14 play learning areas have been established. Various experiences are offered within the areas - both indoors and outdoors.

- Large hall containing café, play house, sand, graphics, construction, small world, painting, music and malleable area.*
- Quiet area, maths area and an area for reading and listening to a story. A place to welcome the children.*
- Outdoor play area, slide, water and sand tubs, climbing frame, balancing equipment and large equipment such as bikes and scooters.*

Activities

There are different themes for each term with various activities being completed for the themes to accompany the six areas of learning within the Foundation Phase. During the session the children will have the opportunity to play with different toys, e.g. bikes, blocks, clay, toy cars, kitchen, shop, dolls, jigsaw to name a few.

They will also have the opportunity to listen to a story, sing with music, exercise, colouring, gluing, painting and cutting out.

We run a café and a variety of additional activities, e.g. Caleb, Mai and Cai, Healthy School Scheme.

The following areas are available: discovery, books, graphics, role play, construction, home corner, sand, water, small world, malleable, maths, creative, ICT and music that all comply with the Foundation Phase inside and outside.

Foundation Phase

All 3 year olds are entitled to 10 hours of free nursery education paid for by the authority. The Cylch has been divided into different areas. Children learn through play in the areas - new themes are introduced regularly. The children's interest, ideas and experiences form the basis of the statutory Early Years curriculum. The children will have the opportunity to learn through play, in order to encourage them to be creative and to use their imagination. Learning through play ensures that learning is fun and effective and encourages skills to be developed across the areas of learning.

Areas of Learning:

- 1. Language, literacy and communication development.*
- 2. Personal and social development.*
- 3. Mathematical development.*
- 4. Knowledge and understanding of the world development.*
- 5. Physical development.*
- 6. Creative development.*

Snacks

The Cylch promotes healthy eating and therefore your child is asked to bring fruit with them to eat during the session. The Cylch does not allow children to bring grapes. Milk or water is provided by the Cylch.

Compliments and Complaints Procedure

We welcome your comments on the service we provide so that we can improve if necessary. We are always happy to receive any compliments, but if you are dissatisfied with any aspect of the provision you should first express your concerns to the Cylch Leader/Responsible Person verbally and then formally in writing to the committee. If the problem cannot be resolved through the Cylch's committee, Care Inspectorate Wales (CIW) should be contacted.

We aim to provide the highest quality service in all aspects of our work. We welcome your comments so that we can offer the best possible provision. Any further complaint should be addressed to:

Care Inspectorate Wales, North Wales Region, Government Offices, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ.

Phone: 0300 7900126

Email: AGC@llyw.cymru

<https://arolygiaethgofal.cymru/>

Medical Emergency

Should a child require medical treatment in an emergency and the Cylch is unable to contact the parents or other emergency contacts, the Cylch staff will make the necessary arrangements to ensure the child's safety.

Signing the childcare agreement and registration form allows the Cylch any emergency medical treatment that may be needed in an emergency.

Health and safety

The Cylch will do all it can, so far as is reasonably practicable, to ensure the health, safety and welfare of the children in their care, the staff, work experience students and visitors. All children will be covered by accident insurance under the Mudiad Meithrin insurance scheme. In the event of an emergency at the Cylch, parents/carers will be contacted immediately.

The Cylch ensures that at least half of the staff hold a current First Aid Certificate, and attend training regularly.

Emergency

In the event of an emergency at the Cylch, we will ensure the safety of the children and then contact each parent directly to collect the children.

In extraordinary situations or in an emergency, it may be necessary to close the Cylch at short notice. If it is necessary to close at short notice, the staff will contact the parents/carers named on a Child Registration Form (P1) giving as much notice as possible.

If an emergency closure is required during a Cylch session, the staff will contact parents/carers using the emergency contact telephone numbers. The staff will stay with the children until they are collected.

Parents/carers will be contacted to confirm the date of re-opening the provision.

Accidents

An Accident and Incident Book are provided at the Cylch Meithrin. If there is an accident or serious incident to a child, worker or visitor within the Cylch, then this must be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR guidelines (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) within 14 days and to CIW.

Illness

If your child is ill and is suffering with vomiting or diarrhea, you will be required to keep your child out of the Cylch for at least 48 hours after the symptoms disappear. (Please see the Parent/Cylch agreement for more details on illness). If your child becomes ill during the Cylch we will telephone or contact the person named on the registration form.

Severe Weather Procedure

The Cylch Leader will contact the responsible individual/registered person early in the morning. A decision to close the Cylch due to snow will depend on whether the authority closes schools and if staff are able to get to work. If, for any reason, a decision to close the Cylch is made, the Leader will contact parents by text, phone, Facebook and email to let them know.

In the event of adverse weather whilst the children are at the Cylch, the Leader will make the decision to close or not, bearing in mind the following:

Are the local schools closing?

Is it safe for parents to collect the children?

Can staff get home from work?

Parents will be contacted in the same way.

Equal opportunities

Our aim as a Cylch is to ensure that all individuals receive the same respect and opportunities. We will not exclude a child whatever his or her gender, race, colour, religion, age, disability, marital status, culture or social class. This will include access to activities, equal treatment and respect for all individuals.

Nappies

The aim of the Cylch is to ensure that a child is not refused if he/she is still using nappies, but rather to work with parents/carers to train a child to be able to use the toilet each time. The staff will follow the Cylch's procedures and policy regarding nappy changing. We kindly ask parents to provide clothes for the child to change in an event of an accident.

Behaviour management

We aim to provide an environment based on clear, fair and consistent guidelines that promote a child's understanding of acceptable behaviour. Cylch staff have been trained to implement positive approaches to behaviour management. We believe that physical punishment is unacceptable.

Bullying

No form of bullying will be acceptable within the Cylch. Staff take such cases seriously and encourage children to talk. Any behaviour that causes distress will be discussed with the parent.

Structure

The Cylch follows a number of different programmes, e.g.

- Foundation Phase Strategies
- Healthy Pre-school Scheme

Children's Rights

In accordance with the principles of Mudiad Ysgolion Meithrin, the Cylch recognizes that the rights of children in accordance with the United Nations Convention on the Rights of the Child 1989 (UNCRC) are of paramount importance.

Link to school

The Cylch works very closely with the school, e.g. sharing information and resources, support, policies and risk assessments etc.

From experience, the children transfer naturally from the Cylch to the school's Nursery class annually as they are familiar with the staff and the school learning environment.

Registered Areas of the Cylch Meithrin within the school [See attachment].

Policies

On joining the Cylch Meithrin parents/carers are informed of the Cylch's Policy File. This sets out the Cylch's policies and procedures in the following places:-

<u>LIST OF CURRENT POLICIES FOR CYLCHOEDD MEITHRIN (June 2023)</u>
MISUSE OF ALCOHOL AND DRUGS (2018)
SUN PROTECTION (2013)
ANIMAL HANDLING (2019)
ASTHMA (2019)
PRACTITIONER VACCINATION (2022)
LIVING WITH COVID-19 (2022)
HEALTHY LIVING: HEALTHY EATING AND KEEPING FIT AT THE CYLCH MEITHRIN (2020)
PREVENTING CHILDREN FROM WANDERING / LOST CHILD (2017)
COMPLIMENTS AND COMPLAINTS (2022)
TEMPORARY CLOSURE OF CYLCH POLICY (2020)
WHISTLEBLOWING (2013)
LOCKDOWN POLICY –IN EVENT OF EMERGENCY (2019-COVID)
TRANSPORTING AND TRANSFERRING CHILDREN (2017)
EQUALITY AND DIVERSITY (2020)
CONFIDENTIALITY AND DATA PROTECTION (21.08.2019-COVID)
INCLUSION AND EQUAL OPPORTUNITIES (2020)

DIGITAL IMAGES AND VIDEOS (2022)
ADMISSIONS (2013)
SMOKE-FREE (2019)
PROTECTION OF ADULTS POLICIES AND GUIDELINES PACK (2022)
CHILD SAFEGUARDING (2021-COVID)
E-SAFETY (2022)
LEAVING AND COLLECTING CHILDREN (2017)
LONE WORKING (2017-COVID)
VOLUNTEERING POLICY (2020)
THE WELSH LANGUAGE (2022)
HEALTH, SAFETY AND WELFARE (2017)
BRIBERY AND CORRUPTION
MEDICATION (2020)
NAPPY CHANGING (2017)
ILLESS, INFECTIOUS DISEASES AND ACCIDENTS (2017)
STAFFING (2013)
PROMOTING POSITIVE BEHAVIOUR (2017)
ENVIRONMENTAL AWARENESS AND SUSTAINABILITY

These policies are signed at the beginning of each year by the Committee Chair/Responsible Individual to confirm that the Cylch adopts all policies. On admission, and during stay and play sessions, parents have the opportunity to view the Policies File. After having the opportunity to read the policies, parents will then sign the P1 Registration Form. The above policies and practices are available for parents to see in full including the new Covid-19 Policy. Please contact the Cylch Leader/Responsible Person for further information.

The Cylch Leader is responsible for the day-to-day running of the Cylch Meithrin with support from the assistant including keeping children's files, registration forms, risk management, communicating with parents regarding children's development, ensuring policies are followed etc. The Cylch Committee meets at least once a term and any comments/concerns by the Leader and staff, parents and any other issues or correspondence that arise, can be discussed.

The Leader plans activities for each week. Different themes are introduced each term and various activities are planned to complement the seven areas of learning and children's interests.

Minutes and Reports

A letter will be distributed to parents every half term detailing the activities for that term and any further information that will be relevant. The Cylch Leader also keeps a personal file for each child noting his/her attendance and development throughout the year. This file is kept in a locked cupboard.

At the end of each term the Leader discusses the child's targets and at the end of the year a report is presented to the parents and the school regarding the child's development throughout the school terms.

The Cylch Staff will try to discuss with the parent at the end of a session what the whole class has achieved. There is an open door policy at the Cylch so parents/carers are welcome to discuss the development of their child at the Cylch with the Leader/staff at any time. An extra room is available if a parent needs a private conversation with the Leader regarding any issue. (Not available at present during the Covid-19 pandemic)

Assessment

The Cylch assesses children aged 2½ and 3 years against the Foundation Phase Summary Profile 'Proffil Cryno y Cyfnod Sylfaen'. Children's learning stages are noted through the different Learning Outcomes, depending on each child's individual development. Focused tasks are introduced to the children and the skills are then practiced by the children within the play areas. With parental consent, the Profile will be passed on to school with your child.

Arrival and Departure

The Cylch door opens at 13.30 and the children are welcomed by a member of staff. A parent/carer is responsible for removing a child's coat and placing it on the hook in the hallway before handing them over to a member of staff.

Cylch Session timetable:

- Registration time
- Circle time
- Free playtime and café
- Clearing time
- Focus activity time
- Storytime/singing/discussion for the day
- Home time

Parents/carers are asked to wait for their child outside the Cylch door at 15:35. All children will be handed over individually. If a child has not been collected within 15 minutes the Cylch Leader will try to contact the parent by phone. Only people named on the child's P1 form will be allowed to collect the child from the Cylch. The Cylch reserves the right to refuse any person not identified on the form. It is essential that parents inform the Leader personally if any other person is permitted to collect the child at the end of a session.

Data Protection

Data Collection - The Cylch Meithrin is committed to ensuring the safe and fair processing of any data we receive and comply with GDPR requirements. The information collected on this form will be used to enable the Cylch to provide the best possible care for your child and for no other purpose. In accordance with childcare information storage regulations it will be kept until the child turns 25. From time to time we are legally required to share relevant information with certain Government agencies such as CIW (which registers, inspects and acts to improve the quality and safety of care services in Wales), Estyn (an agency that inspects the quality and standards of education in Wales) and Social Services (if required). For further information about the cylch's data security procedures visit <http://www.meithrin.cymru/i-rieni/diogelwch-data/cy/c499/>

The contents of the Statement of Purpose is reviewed annually by the Responsible Individual during the Autumn Term, or sooner if there is a significant change to the Cylch's arrangements.

Cylch Meithrin Pentreuchaf Address:

Cylch Meithrin Pentreuchaf, Ysgol Pentreuchaf, Pentreuchaf, Pwllheli, Gwynedd. LL53 8DZ
Telephone: 01758 750600
Email: pentreuchafcylchmeithrin@gmail.com

Mudiad Meithrin Contact Details

Mudiad Meithrin
Y Ganolfan Integredig
Boulevard de Saint-Brieuc
Aberystwyth
Ceredigion
SY23 1PD
Phone: 01970 639639
post@meithrin.cymru

The staff and members of the Management Committee wish to welcome the new children and parents/carers to the Cylch. This is a great opportunity for you to be part of the friendly and vibrant community of Cylch Meithrin Pentreuchaf.

