

## **Welcome to the Cylch.**

The purpose of the Cylch Meithrin is to provide care and education through the medium of Welsh, giving additional support to non-Welsh speaking children. Opportunities are provided for children to develop to their full potential whilst in the Cylch, through offering the Foundation phase curriculum and learning strategies, such as learning through play. The curriculum includes: Language, Literacy and Communication, Mathematical development, Physical Development, Personal and Social Development, Knowledge and Understanding of the World and Multiculturalism. This is an opportunity for every child under school age to partake in pre-school through the Welsh language. The Cylch provides experiences that enable children to be creative, imaginative and to have fun whilst learning. We constantly monitor children's development and we are also constantly monitoring the service available to you; this allows us to measure the success of our service in meeting the needs of your children. The ESTYN inspection report of the Cylch is available to view in the hallway.

There are different themes every term with a variety of activities that can be undertaken, these activities match the seven areas of learning from The Foundation Phase. During the morning the children will have the opportunity to play with different toys, e.g. blocks, bikes, little cars, the kitchen, the shop, dolls and jigsaws, to name a few. There will also be the chance to listen to stories, sing along to music, exercise, colour, paint, glue, cut etc. The following areas are available: Discovery, Books, Mark Making, Role Play, Building, Home Corner, Sand and Water, Small World, Malleable Materials, Maths, Creativity, ICT and Music, which all comply with the Foundation Phase.

We offer a warm welcome to every child regardless of colour, race, social class, family situation or specific learning needs. We hope all children will be happy in the Cylch and benefit from the service we provide,

The Cylch is held in Village Hall in Morfa Nefyn. No member of the public is able to gain access to the hall during the hours of the Cylch, without gaining permission from the Chair of the Committee. The children are locked into the hall during the morning and are escorted to the toilet by a member of staff if they need to go there. Snacks are prepared in the kitchen, e.g. slice fruit and prepare milk or water. An additional meeting room is available should a parent/carer need to discuss a private matter with the Cylch leader. The Hall and the Cylch are inspected by the AGGCC and the report is also available to read in the foyer. The chair of the Morfa Nefyn Village Hall ensures that the building is kept clean and also manages the care of the property. All of the Cylch's resources and files are kept in a locked cupboard.

The leader is responsible for completing a risk assessment for daily activities, to ensure the safety of the children and keep records on file. Once a term, the leader thoroughly assesses the resources to ensure safety standards.

The Cylch receives children from between 2½ to 4 years of age, during four morning sessions: Monday – Thursday inclusive, from 9am until 11.30am during school term time. The cost of each session is £4.50. The total number of children the Cylch can cater for is 20. The ration of adults to children is 1:4 (2-3 years), 1:8 (3 years+). The rules of the insurance

prevents anyone from entering the building before 9am, to allow for staff carrying equipment. We kindly request that all parents wait for their children outside the building (weather permitting). Every child will be escorted into the hands of their parent/carer. It is essential that you inform the leader in person if someone else will be collecting your child from the Cylch.

In case of an emergency with your child, we will contact the person named on the child's registration form (P1) which is kept on the file at the Cylch. In such a situation, there are specific guidelines to follow. The staff will take every step in order to care for the children in such circumstances.

At least 2 members of staff will be present during each session of the Cylch; the leader and assistant, (rising to 3 members of staff if increasing numbers of children will require it). If needed supply staff cover absence, however if both members of staff are on a course, the Cylch will close for that day. You will be informed by letter if this situation arises.

The Cylch receives children with specific learning needs, in connection with Gwynedd's Integrated referral Scheme. For more information regarding this scheme, contact the Cylch leader.

The Cylch ensures that children are able to learn about safety, health and hygiene as part of the curriculum. The general policy expects that children will be usually dry, without nappies before attending the group. Accepting children of 2½ to the Cylch, it is understood that not all children may be at this stage, however parents must be on call to come in to change nappies if necessary, and to take dirty nappies away for disposal.

If your child suffers from sickness, such as vomiting or diarrhoea, we request that you keep them from attending the Cylch until at least 48 hours after the symptoms have ceased (see Cylch Meithrin/Parental agreement for more information regarding illnesses). If your child become sick during the Cylch we will contact you or the person noted on the child's registration form – P1 (held on file at the Cylch).

Please find below a summary of the policies and procedures for the Cylch. The policies are signed at the start of every year by the Chair of the Committee and the registered person, confirming that the Cylch is complying with every policy. The policies book is available to read on the noticeboard if you wish to read the policies in more depth.

## **Policies and Procedures:**

**Admissions:** The Cylch Meithrin provides Nursery education to children between 2½ and 4 years of age, through the medium of Welsh. We are able to admit up to 20 children per session.

**Language Policy:** The goal of the Cylch is to offer every pre-school child in the catchment area, the opportunity to experience pre-school through the medium of Welsh. The Cylch will ensure that all activities are conducted through the medium of Welsh. We will also ensure that no one is left out of activities because of their linguistic background.

**Equal Opportunities:** The intention of the Cylch is to ensure that every individual is accorded the same respect and opportunity. No child will be excluded on grounds of nationality, gender, race, colour, religion, age, disability, marital status, culture or social class. This includes opportunities to partake in activities; we offer equal treatment and respect for all individuals.

**Special Needs:** Our goal is to give every child the chance to benefit from a Welsh medium education. We co-operate with the local referral scheme and other agencies to give help and support to children and their parents.

**Behaviour Management:** We aim to provide an environment that is based on clear guidelines, delivered in a fair and consistent manner, in order to develop children's understanding of acceptable behaviour. The staff at the Cylch use positive reinforcement methods. We believe physical punishment is unacceptable.

**Bullying:** No form of bullying is acceptable at the Cylch Meithrin. The staff will take such cases seriously and encourage children to talk. Any behaviour that causes distress to another will be discussed with parents.

**Child Protection:** We aim to protect every child under our care. We are committed to ensuring that the rights of the child are a priority, and that every child is protected. We support the principles of the United Nations document "Rights of the Child" and The Children's Act 1989. We believe the Cylch to be a happy and safe environment where every child is important. We believe the happiness, safety and prosperity of every child is important.

**Health and Safety:** The Cylch will do all that it can, as far as is reasonably practicable, to ensure the health, safety and welfare of all children under our care, as well as that of staff, work experience students and visitors. Every child is insured against accidents under the Nursery Schools Organisation Insurance Plan.

**Compliments and Complaints Procedure:** Our aim is to provide a service of the highest standard in all aspects of our work. We welcome observations as to how we can offer the best service possible. If you have any complaints they should be addressed to the Chair of the Committee. Please forward any complaint to the following:

**AGGC**

**Welsh Assembly Government**

**Sarn Mynach,**

**Cyffordd Llandudno,**

**Conwy,**

**LL31 9RZ.**

**Phone No: 0300 062 5609**

**Staff-**

**Leader of the Cylch:** (temp.) Emma L Haque.

**Assistant:** (temp.) Eira P. Williams.

**Cam Wrth Gam Student:** Bethan Davies.

**Support:** Bethan Williams, Enlli Morgan & Natalie Burgess.

**Committee-**

**Chair:** Enlli Morgan.

**Secretary:** Elen Jones

**Treasurer:** Bethan Davies.

**Registered Person:** Sian Hughes.

You are welcome to come and discuss your child with the Cylch leader at the end of any session and hopefully your child will be very happy during their time at the Morfa Nefyn Cylch Meithrin.

Contact Phone number for Emma Haque: 07340578423