



Welcome to Cylch Meithrin Y Gromlech

Our aim at Cylch Meithrin Y Gromlech is to give every child from 2.5 - 4 year olds in the Dyffryn Ardudwy and Talybont area the opportunity to benefit from early years experiences through the medium of Welsh.

The Cylch's back ground

The Cylch first opened in the Village Hall in the 1960's, before moving to Cylch Meithrin Y Gromlech in 1997. This was a period of hard work and great effort from the local community.

Cylch's Facilities and equipment

The building can hold 24 children per session.

The building is purpose built, with a large play room, kitchen, children's toilet, and a toilet for the disabled. The Cylch also has its own outside play area and play equipment suitable for children up the age of 8. The Cylch also has a huge range of equipment that is of a very high standard with the aim of encouraging learning through play. Our environment is very warm and welcoming, and is designed to help the children's development.

Staffing

Miss Lyn Bisseker is our Cylch leader, she has NVQ Level 3.

Miss Rachel Bull is an assistant leader, Rachel has an NVQ Level 2 and is working on her NVQ Level 3.

Miss Meinir Thomas and Miss Susan Foulkes are our assistants.

The Committee

MRS Gwenith Williams, Registered Person gwensh25@hotmail.co.uk / 01341 247 577.

Mrs Gwenfair Williams, Chairperson owengwen@hotmail.com / 01341 247 277.

Mrs Laura Mead, Secretary laurawild21@yahoo.co.uk / 01341 247 632.

Mrs Sian Williams, Treasurer cylchmeithrinygromlech@hotmail.co.uk / 07810 376 362.

Opening Hours

8.50am-10.50am and 8:50am-12:50pm are our opening hours.

Children from the age of 2.5 - 4 years old can attend both sessions.

*8.50am is the earliest you can bring your child into the Cylch (10 minutes before the session starts). We ask that you kindly collect your child promptly at 10.50am and 12:50pm. If you are running late you are welcome to contact the Cylch on **01341 242 554**.*

If no explanation has arrived half an hour after the session, then the leader has the right to contact the Social Service Department for advice.

If you are unhappy with the development of your child, or any other aspects, please feel free to contact a member of the committee.

*If you would like to take the complaint further, please contact the **Mudiad Meithrin Development Officer** on **07792946042**, or contact **CSSIW** on **03007 900 126**.*

Who can attend the Cylch/Fees?

- *We accept children from 2.5 - 4 years old up until they start school.*
- *We welcome children from all backgrounds.*
- *We give priority to the children that will attend Ysgol Gynradd Dyffryn Ardudwy.*

Our weekly fees for the 9.00am-1.00pm session - 2.5 years old = £50 / 3 years old = £25

Our weekly fees for our 9.00am-11.00am session are - 2.5 years old = £20 / 3 years olds = £10

(The reduction begins the term after they turn 3 years old)

Additional Needs

Our Aim at Cylch Meithrin Y Gromlech is to give each child the opportunity to benefit from early years experiences in our local community. We are also working with the 'Cynllun Cyfeirio' Scheme who can offer support to children with additional educational needs.

What will your child be doing at the Cylch?

- *Playing and socializing with other children.*
- *Learning through play inside and outside.*
- *Playing with sand, water, play dough, jigsaw, toys, games, bikes etc.*
- *Creative activities.*
- *Listening to stories.*
- *Singing and dancing.*
- *Milk and fruit time.*

We ask you kindly to prepare fruit at home and to make sure your child's name is on it. The Cylch will provide the children with milk or water during fruit time.

Policies

- *The Cylch Meithrin has many policies in place for the running and the activities of the Cylch.*
- *The Cylch is a member of the Mudiad Meithrin and is insured by the Mudiad.*
- *We discuss this booklet yearly around the 3rd June.*
- *Arrangements are in place if ever there is an emergency, e.g. staffing, building, fire, and collecting children etc.*

Language

*The language spoken in the Cylch is **Welsh**.*

Equal Opportunity

We make sure that our activities are suited to give each child an equal opportunity.

Staffing

The Cylch Staffing arrangements comply with the CSSIW requirements.

Health and Safety

The Cylch complies with the Health and Safety legislation e.g. Asthma, Sun Protection.

We also have a yearly P.A.T testing on all electrical equipment.

Further additional educational needs

We aim to give each child the extra support they need.

Child Protection

Children's happiness and safety are very important to us at the Cylch.

The local child protection procedures will be followed when there is suspicion of abuse.

Taking Photograph's- the Cylch will ask permission from parents before taking photograph's of their children.

Leaving Arrangements

The Cylch will keep a photo of each individual that will be collecting your child.

You will need to inform the Cylch as soon as any arrangements change or if you can't pick your child up on time for whatever reason.

Behaviour

We regulate positive methods to control behaviour; under no circumstances do we implement physical punishment.

The aim of the Cylch is to provide an environment based on clear, fair and consistent guidelines in order to develop the child's understanding of appropriate and inappropriate behaviour. If inappropriate behaviour is used we will implement the 'cadair dawel' (quiet chair).

Complaints and Praises

We welcome your comments about the service we provide, by using your comments to improve, if need be on a certain situation.

*If you are to make a complaint at any time, you should inform the Chairperson verbally first (**Mrs Gwenfair Williams**), then by letter to the Cylch's Committee.*

*If you need to take the complaint further, then you should do so by contacting the Development Officer for the **Mudiad Meithrin** on **07792946042**, or by contacting **CSSIW** on **03007 900 126**, North Wales Region, Government Offices, Sarn Mynach, Llandudno Junction, Conwy. **LL31 9RZ**.*

Educational Activities

The Cylch plans various activities based upon the foundation phase curriculum for 3-7 year olds, this is a new curriculum which teaches seven main areas of learning.

They are:

- *Language Skills.*
- *Mathematical development.*
- *Information and understanding of the World.*
- *Creative development.*
- *Physical development.*
- *Personal and social development.*

Records and Reports

Every child's report is recorded at the Cylch, reports will be given to parents.

How can you help?

There will be an opportunity for you to help e.g. trips. Bring along all the family to the fundraising events, we welcome any ideas for fundraising. Come along to our AGM and offer your ideas and support. Be a part of the committee.

Communication between the Cylch and Parents/Guardians is very important to us, therefore we provide a newsletter every half term. The newsletter will let you know what has been going on during the term and what will be going on the following term.

For any other information please feel free to speak to the leader.

We hope your child will be very happy with us!