



CYLCH MEITHRIN TONNAU BACH

STATEMENT OF PURPOSE



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General Information

Cylch Meithrin Tonnau Bach is a new provision in Tenby following the establishment of Ysgol Gymraeg Hafan y Môr in the town in September 2016. Demand for Welsh medium education has increased and the school's numbers grow seasonally. As a result of this demand for Welsh-medium primary education Cylch Ti a Fi has already been established in the school and is very popular with parents and pre-school age children. We through Cylch Meithrin Tonnau Bach therefore respond to the demand for care and educational provision for 2 - 3 year olds.

Mudiad Meithrin is a Welsh-medium early years care and education provider in Wales. A committee of volunteers who have joined and Mudiad Meithrin provide this service is within Hafan y Môr. The day care provision here is called Cylch Meithrin Tonnau Bach. The provision follows the Mudiad's guidelines and is in regular contact with the County Support Officer. The provision is also registered with the Care Inspectorate for Wales (CIW) the maximum number of children we are able to care for is 19.

Cylch Meithrin Tonnau Bach priority is the happiness and safety of every child - the best possible care is offered in a happy and homely atmosphere, and the opportunity for all children to learn through play and to develop their full potential. The room in which the provision is maintained includes tools, toys and resources that reflect the needs, development and age of the children. Activities are introduced for children aged 2 and over, which promote the 3-7 year Foundation Phase (the National Early year's curriculum) to ensure that they get the best start in all aspects of their education. We will pay detailed attention to planning external activities to offer opportunities and place emphasis on stimulating.

The staff are trained and experienced to ensure that each child receives appropriate and tender care and attention. Consideration is given to each individual child's developing needs including socialising, learning and play.

The Staff

The provision is run by a qualified and dedicated team of staff. A programme of continuous personal development is in place to ensure that they have all the up to date knowledge and skills that is essential to provide the best possible care and education. All staff attend frequent training courses provided by the Foundation Phase, Early Years and Mudiad Meithrin. All staff have undertaken a DBS check (Disclosure and Barring Service)

Staffing arrangements conform to the regulations of the CIW and staff ratios are adhered to on a daily basis. 1:4 child of 2 years and 1:8 child of 3 years. Staff:

Leader – Angharad Davies NVQ Level 3 in Childcare and Early Years.

Deputy – Lowri Morgan - NVQ 3

Assistant – Tylar Szura – NVQ 3

Assistant – Jess Prince

**Aims
and
Objectives**

The Cylch aims to provide every child with an opportunity to benefit from early years services and experiences through the medium of Welsh. We believe that play is fundamental to the physical, emotional, linguistic, social and intellectual development of children. We will ensure every possible opportunity to learn through play. Cylch Meithrin Tonnau Bach provides early years care and education of the highest quality for children from two years old to school age. Our priority is the happiness of each child. There is an opportunity for each child to learn through play and develop to their full potential in a happy and safe environment.

Services Provided

2 yr olds Session

Cylch Meithrin Tonnau Bach is open Monday – Friday, from 8.45 – 11.45 for 2 year olds (8.45 – 3.05 for full day care at a cost of £24 per day), over 39 weeks of the year excluding Bank Holidays and in accordance with Pembrokeshire County Council's school holidays. Warning will be given of any Inset Training Days. The fee for this session is £12.00. These sessions may be flexible therefore parents must arrange this with the leader. If your child is absent the fee must be paid, unless it is absence due to a longer period of illness.

3 yr olds. Afternoon Session.

The afternoon session provides care for the 3 year olds who attend part time education in Ysgol Hafan y Môr in the mornings. School lunch is available for the children and children are encouraged to bring a healthy snack. Drinking water is available at all times.

The weekly fee for this session is £40.00, or £8.00 per session the session times are 13.00 – 3.05 Monday to Friday.

The fees will be invoiced weekly. Parents are welcome to discuss any issues regarding payment with the leader Miss Angharad Davies.

Registration

Cylch Meithrin Tonnau Bach is registered with the Care Inspectorate Wales (CIW) to provide day care.

The address of the nearest CIW office is:

CIW South West Regional Office
Gover
nment

Buildi
ng
Picton
Terra
ce,
Carm
arthe
n.
Carmarthenshire,
SA31 3BT

Ffôn: 0300 7900126

E-bost: ciw.southwest@wales.gsi.gov.uk

Admissions.

When registering your child for any of the services provided it is necessary for each parent to complete a registration form and contract before their child can start.

We acknowledge the importance of parents and staff working together to help children settle in. Some children take longer than others to settle in. The treatment of each child as an individual is our main concern. Parents may stay with their children for part of the session, depending on the child's need. No child will be released from the setting to anyone other than those noted on the Child Collection Form. If there is any change it is expected that the parent will inform the staff when dropping the child off at the beginning of the session.

Copies of the Cylch Meithrin's Admission Policy, the Safeguarding policy and the Compliments and Complaints policy and all other policies are available to see at any times by asking the staff.

Safeguarding Children

In respect of Cylch Meithrin Tonnau Bach's Safeguarding Children Policy we must inform you that it is the staff's duty to pass on any information regarding child protection issues to the Social Services, NSPCC or Police.

Quotation from the Policy:

If a Leader/Staff suspects that a child is being abused as a result of physical marks on the child, behavioural signs or that the child himself/herself makes such claims, the Leader of the provision will take action immediately by contacting the Officer on Duty at the local office of the Social Services Department or/and the Police or the NSPCC. The Leader will be responsible for confirming this in writing within 48 hours. The Leader will also inform the cylch's Registered Person and CIW.

Additional Needs

Cylch Meithrin Tonnau Bach is committed to providing appropriate support that meets the needs of every child. We liaise closely with the Local Referral Scheme to ensure access for all boys and girls that wish to attend our setting.

Language

The Cylch operates through the medium of Welsh, but we welcome children from all language backgrounds. The Cylch uses the Immersion Methodology.

Facilities

The facilities offered to the children and their families include:

- A bright and airy room with ample space purposely designed to create a stimulating atmosphere
- A designated kitchen area for food preparation
- Hand washing sink for the children
- Toilets and hand washing sink for the specific use of the children
- Nappy changing area
- Secure outdoor area

The provision has a wide range of high quality equipment for the purpose of encouraging learning through play. The atmosphere is warm and welcoming and designed to promote children's development.

Activities

Cylch Meithrin Tonnau Bach's priority is the happiness of every child. Care is provided in a safe and encouraging environment with a wide range of playing opportunities that will allow each child to develop to their full potential. To ensure that quality is maintained the provision will be inspected by CIW.

Your child will have the opportunity to:

- Play and socialise with other children
- Learn through play
- Play with sand, water, play dough, role play, jigsaws, toys, table top games, bikes etc
- Listen to stories, sing and dance

Please see parents' noticeboard for more information. We welcome and encourage your ideas and suggestions for further activities.

Healthy Eating

The provision promotes Healthy eating and all snacks provided will be healthy ones. The provision will take part in the Healthy and Sustainable Pre -school scheme.

Parents / Guardians

Cylch Meithrin Tonnau Bach supports the principle of accepting parents/guardians and children's views on the service provided to ensure we maintain the highest possible standards. We evaluate the service every year and parents are asked to complete an Evaluation of the Service Questionnaire (GG). We will hold parents' evening once a year to share information regarding activities provided for your child and also to discuss their development and achievements within the Cylch.

Parents are encouraged to join the voluntary committee to fundraise and support the provision.

Medical Emergency

If a child requires emergency medical treatment and the leader is unable to contact the parents or any other emergency contact, the provision will make the necessary arrangements to ensure the child's wellbeing. By signing the childcare contract the provision is given permission to carry out emergency arrangements.

Compliments and Complaints Procedure

We always welcome your comments on our service in order that we can continually make improvements. As parents/guardians you will be made aware of the procedure for making compliments and complaints before your child starts at the provision.

If you wish to complain regarding any aspect of our work then you should initially tell the Leader verbally, if a more formal approach is needed then do so in writing to the Responsible Individual or by contacting the regulating body - CIW, at the address above.

Health and Safety

The provision conforms to the requirements of the Health and Safety regulations and does everything reasonably possible to ensure the health and safety of everyone attending e.g. protection from the sun, asthma, checking equipment, food hygiene etc.

The provision ensures that at least half the staff have a current First Aid Certificate and attend regular training.

All electrical appliances and fire protection equipment are tested annually.

Emergency

If an emergency occurs the children's safety is our priority we will then contact each parent to come and collect the children.

In exceptional circumstances or in an emergency it may be necessary to close Tonnau Bach at short notice. If it is necessary to close at short notice the staff will contact the parents/guardians by telephone by using the telephone numbers given by the parents/guardians on the registration form (P1) giving as much notice as possible. If it becomes necessary to close due to an emergency during the session, staff will contact the parents/guardians using the emergency contact numbers. Staff will remain with the children until they are collected.

Parents/guardians will be contacted to confirm the date the setting will re-open.

Accidents

Accident and Incident Books are provided in each setting. If a serious accident or incident happens to a child, member of staff or visitor at the provision then this must be reported to Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) regulations and CIW within 14 days.

Bad Weather Procedure

A decision regarding closing the provision will be made if there is snow following the lead of the local authority on school closures and if staff can safely reach their work. If the decision is taken to close the leader will contact parents by text, Facebook or phone.

If bad weather strikes when the children are at the provision the leader will make the decision to close or not, considering the following:

Is it safe for the parents to come to collect their children?

Can staff get home safely?

Parents will be informed as above.

This Statement of Purpose will be reviewed annually by the Management Committee. CIW will be notified of any changes to the Statement of Purpose within 28 days of the changes being made.

Tonnau Bach,
Ysgol Hafan y Môr
Lôn Heywood Lane
Tenby
Pembrokeshire
SA70 8BZ

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