Cylch Meithrin Beddau

ar Safle Garth Olwg

Statement of Purpose

August 2023

Revised September 2025, June 2026

Cylch Meithrin Beddau ar Safle Garth Olwg

Ysgol Isaf Garth Olwg

Dosbarth Meithrin

Church Village

Rhondda Cynon Taff

CF38 1RQ

Tel no: 07773163162

E mail: cmbmanagers@gmail.com

Facilities

Cylch Meithrin Beddau ar Safle Garth Olwg is situated at Ysgol Isaf Garth Olwg. We are registered with CIW for up to 40 children. Children need to bring a packed lunch with them to school to be eaten with us once our session has started. We do not have refrigerated storage for chilled foods so we do advise that packed lunches are kept in insulated cool bags with ice packs.

We have access to 2 classrooms, toilets and a secure outside area. The setting is open Monday to Friday term time only offering:

12.00 – 15.00 £16.50 per session
12:00 – 15:20 £19.50 per session

Aims and Objectives

Our aims are simple: the children and their happiness come first. All children are encouraged to learn and grow through playing and exploring. We aim to provide age-appropriate activities in a safe high-quality Welsh medium setting. Children can play indoors or outdoors freely. We try to encourage confidence and independence. Providing equal opportunities regardless of race, sexuality, religion, or physical ability while respecting their rights and listening to their thoughts.

Registration

We are registered as a sessional service at ar Safle Gartholwg with CIW to care for 40 children between 3-4 years of age of all genders. The setting is open Monday to Friday term time only starting at 12:00 – 15:00 at the cost of £16.50 per session. If parents would like their child to stay till 15.20 there will be an additional charge of £3.00 per day; £19.50 per session. We accept funding from the Childcare Offer for Wales, Tax Free funding and a number of Childcare Voucher schemes. Before a child may start, parents / guardians are required to complete a Contract with all the Terms and Conditions of the Cylch.

Language

Welsh is the main language used in the Cylch Meithrin Beddau ar Safle Garth Olwg. We follow the immersion method of introducing the Welsh language, staff also use actions and gestures to aid communication. We offer the children and parents service through the

medium of Welsh without it being asked for in line with the Welsh Government's Active Offer.

Activities and Routines

We have a long term and daily play routine. This provides and ensures our children can play daily with arts and crafts, small world toys, numbers, story time, play dough, duplo and the role play area.

We work in partnership with parents and teachers of Ysgol Isaf Garth Olwg. All likes and dislikes or any allergies/intolerances to any foods & medications are recorded at time of registration.

Typical Daily Routine

12:00 - Wrap around starts.

12:05 – 13:00 - Registration, circle time, wash hands, lunch time

13:00 – 15:00- Freeflow Free play- Provision, activities that are based on children's interests and activities sparking curiosity

15:00 - Collection time 1 - circle / carpet time

15:20 - Collection time 2

Staff

We currently have 14 members of staff who work in both settings (Cylch Meithrin Beddau).

We have 3- 6 members of staff onsite at CMB ar Safle Gartholwg (based on ratio requirements).

We operate a strict ratio of 1:8 for children aged 3 and over.

All staff are DBS checked and have, are or will be completing any additional training courses.

Administrative Manager, Nursery Practitioner & Responsible Individual - Charlotte Meese

Manager - Jordan Cummings - Level 2, 3 & 5 Childcare & Development, Level 3 Transition to Play *off setting

Sarah Jones - Room Leader & Person in Charge - Level 3 Childcare & Development inc. Playwork

Rachel Williams - Level 3 Childcare & Development inc. Playwork

Bride Pritchard - Person in Charge - Level 3 Childcare & Development

Stacey Andrews - Level 3 Childcare & Development inc. Playwork

Laura Wyatt - Level 5 Childcare & Development, Level 3 Transition to Play

Charlotte Meese – Level 3 Childcare & Development inc. Playwork

(Full details of staff of Cylch Meithrin Beddau can be found on Cylch Meithrin Beddau Statement of Purpose)

We keep all required training up to date and encourage all staff to attend courses when they are available.

Cylch Meithrin Beddau ar Safle Garth Olwg is run by our Voluntary Management Committee;

Secretary – Rhian Morris

Chairperson – Rhiannon Page

Treasurer – Rhian Weeks

The Responsible Individual for the service is Charlotte Meese.

All members of the committee can be contacted via e mail at: cmbcommittee@hotmail.com

Additional Needs

We engage to provide support that is appropriate and meets the needs of every child, we will ensure access to all children who use our service.

Health and Safety

Daily registers/headcounts are taken every time the children leave and return from outdoor play. Risk assessments are checked daily to make sure our setting is a continually safe environment for our children. All details of children are kept in a locked cabinet, only the

manager and deputy have access to confidential information. All toys, resources and equipment are cleaned following a cleaning scheduled rota. Cylch Meithrin Beddau ar Safe Garth Olwg do not have pets.

Visitors must sign the Visitors book upon entry and departure. Smoke alarms are tested on a weekly basis by the caretaker and noted in a book that is kept in the secretary's office. Fire drills are performed every term in line with the school. Members of staff are provided with the fire procedure during induction. The classroom has two doors to the exit in the foyer, the foyer door is kept locked, and the exit door is kept closed. All our Welsh language policies are available to read by parents/guardians/carers in the reception area and are also available in the English language upon request. We are also able to send each policy via email upon request. Our Child protection and Safeguarding procedure is sent via email within the relevant documentation for registration.

Dropping and Collecting Children

The staff arrive at the Cylch Meithrin Beddau ar Safle Garth Olwg 11:55-12:00 for the handover from the class teacher at the school. We open our doors for collection at 15:00 and 15:20 (dependent on sessional booking) a member of staff will make sure the children only leave with a permitted adult that has been noted on the collection form, however in special circumstances a password will be issued that is agreed by the parent/guardian and manager/deputy manager. The children that are booked in till 15.20 will stay with staff while the 15.00 collection is taking place. The doors will then re-open at 15.20 following the procedure above once again. In the event of a parent/guardian not collecting a child; staff would firstly phone all contacts on the child's contract to try and establish what is causing the delay. If no contact is established then staff would follow the policy and phone Social Services. The child would be kept safe and looked after until they are collected and/or arrangements are made.

Emergencies

We have a current accident and incident book and parents/guardians are notified of any accidents and incidents. An example of this might be if a child bumps their head and medical assistance is required we would complete the forms and contact the parents/guardians to seek further medical assistance. All relevant contact numbers are kept with a register for quick access in an emergency; e.g. if the building needed to be evacuated in an emergency and we were unable to return we would have all contact details of parent/guardians to make arrangements to collect them. We will always inform CIW of any accident that occurs which is relevant whilst in the setting.

Admission

Parents and guardians receive a welcome pack within all relevant documentation for registration for the Cylch Meithrin Beddau ar Safle Garth Olwg. As a wraparound service, the children are already familiar with the setup and classroom, due to already attending the school in the morning. All parents are welcome to join our committee and help with fundraising so we can keep updating the toys, resources, and equipment. We will operate on a first come first served operation on placements. We will also hold a waiting list for any new potential families that require our service.

Bad Weather

The Manager/Deputy will contact the Chairperson early in the morning. The decision as to whether the Cylch Meithrin Beddau ar Safle Garth Olwg will close will be dependent on whether the county decides to close schools, and whether staff members can reach the Cylch Meithrin Beddau ar Safle Garth Olwg. If the decision is taken to close the Cylch Meithrin Beddau ar Safle Garth Olwg, then the Manager/Deputy Manager will contact parents via text messaging Whatsapp, telephone and social media.

Complaints

If you have a complaint or concern, please contact a member of the Management team or a member of the Committee, all parents can be assured we will treat all complaints in a sensitive confidential manner.

Any complainant has the right to appeal to the CIW at any time.

CIW can be contacted at any time at the following address: -

Care Inspectorate Wales

Llandudno Junction LL31 9RZ

0300 062 5034

The Cylch is subject to inspection from the CIW. We are obliged to inform them of any concerns, incidents, or accidents.

Our Statement of Purpose is reviewed annually or if anything changes within the setting beforehand.

C Meese August 2023
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