



MUDIAD YSGOLION MEITHRIN

Caerau



# Llyfr Llaw/Hand Book



chwarae • dysgu • tyfu  
play • learn • grow  
dechrau'n deg • flying start



Breakfast Club 8.00-  
9.15

Morning's

Monday - Friday

9.15-11.45

Afternoon's

Monday - Friday

12.15 – 2.45pm.



After school Club 2.45-5.30pm

*Full wrap around service available, if required, please apply within.*

*Derch i Ddysgu Cymraeg, Gyda ni !*

*Come and Learn Welsh with us.*

Tel.02920565207. Mob. 07717783665.

Email: [cylchmeithrincaerau@hotmail.com](mailto:cylchmeithrincaerau@hotmail.com)

Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ



2 \_ 12years.

# CYLCH MEITHRIN CAERAU

TRELAI PARK

COLIN WAY,

CAERAU.

CAERDYDD/CARDIFF CF5 5AJ.



**RHIF FFON / TEL. NO: 029 20565207 MOB. 07717783665**

**Out of hours Emergency Only 07468492896 Lisamarie .**

*Cymraeg yw iaith y Cylch Meithrin. Cymraeg fydd iaith cyfrwng holl weithgareddau'r cylch. Mae nifer o'r plant o gartrefi di-Gymraeg, ond Cymraeg fyddwn ni, yr oedolin, yn siarad a nhw bob amser a chyn pen dim o dro byddant yn deall y cwbl, bron!*

The language of Cylch Meithrin Caerau is Welsh. All the Cylch's activities are conducted through the medium of Welsh. Many of the children are from non-Welsh speaking homes, but the adults in the Cylch always speak Welsh to the children at every opportunity, in no time at all they understand practically everything and are soon singing and using welsh language phrases.

*Mae'r Cylch Meithrin ar gyfer bechgyn a ferched o 2 mlwydd oed hyd nes y byddant yn mynd i'r ysgol. Cynigir amryw o weithgareddau chwarae i'r plant, megis tywod a dwr, toes, clai, y ty bach twt, gemau bwrdd a jigsos, crefft, paent, offer dringo, beiciau, tegannau adeiladu a cegin mwd a.y.y.b*

The Cylch Meithrin is for boys and girls from the age of 2 until they go to school. Various play activities are available daily, such as sand and water, muddy kitchen, play dough, clay, play house, table-top games and jigsaws, craft, paint, climbing apparatus, bikes, construction toys, various natural resources etc, all equipment is used in and outdoors daily.

*Darllenir llyfrau Cymraeg i'r plant a chant gyfle i wrando storiâu, i chwarae ddychmygol, i ganu ac i ddawnsio. Bydd pawb yn cael diod a byrbryd o tost, ffrwyth fres yn ystod y sesiwn, ac frechwast neu cinio.*

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Welsh books are read to the children, they are told stories and have opportunities to take part in dramatic play, music activities, singing and dancing games.

Everybody will have a snack of toast, fresh fruit, veg and a drink during the session, along with breakfast or lunch (am/pm).

All religions and cultures will be recognised and celebrated accordingly. Children will be taught the different cultures and nationalities, of the world, these will be acted out through role play and various activities.

### **Statement of Purpose.**

Our Cylch is warm and friendly and welcomes all children, regardless of race, religion, gender, background or disability. We open from 8.00am-5.30pm for ages 2- 12 years. Our umbrella organisation Mudiad Meithrin is there to support us as we provide services of the highest standards, as set by Care and Social Standards Inspectorate for Wales. We adhere to the specification of the New Foundation Phase, where the children are taught through play and all our staff are trained with all modules of the Foundation Phase. We aim to achieve our status of Cylch Rhagorol, like our sister Cylch, Cylch Meithrin Trelai, our seal of excellence and Quality Assurance.

### **The Location of our Cylch – brief description.**

Cylch Meithrin Caerau is based just off Colin way in Caerau, Cardiff on Trelai Park, surrounded by fields and forest.

### **Operational and Access Areas.**

The Cylch runs 5 days a week, Monday to Friday 8am to 5.30pm.

We also offer a wrap around service. (separate details within, or available on request)

The setting is a well equipped provision with a large grassed area to the rear and huge fields to the front, the Cylch is secured by a smart secure fencing. We have recently developed an area for our forest school and Muddy Kitchen, which is to the rear of the Cylch.

We have installed a large apparatus to develop the children's gross motor skills and enhance the play factor of the out-door area and our open door policy, where children are free to play and explore the outdoors safely. There is a main hall where the nursery runs daily, a small sensory room and on entry, we have a cloakroom that we use as our welcoming area, where parents are welcome to place their children's bags and coats. There are three separate toilet facilities one complete with changing facilities for babies and a disabled toilet. The Nursery is complete with adaption's to make it wheelchair friendly.

We have also purchased an outdoor storage container for the children's bikes, prams, scooters, and outdoor toys and apparatus.

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The kitchen is well equipped with ample cupboards and storage, the toilets are well equipped with Nappy changing facilities and our policies are displayed for Parents Perusal in our welcome area and on our Notice Board.

We believe that with the support of our well educated, trained teachers the children can and will reach their full potential.

We are pleased to say we have a large parking area with more than enough spaces to make it safe for parents to pick up and drop off their children.

### **Staff / Qualifications and Positions**

The Manager, Kathy Farleigh has been involved in child care on and off for the past 37 years, she has an NVQ 3 & 4 in Early Years Education and has an NVQ 4 in bilingualism and childcare in the early years with Geiriau Bach, as well as several other qualifications, including Health and Hygiene, an OCN in Nutrition along with Children's Special Needs and children with Learning, behavioural and Physical Disabilities. She is a First Aider, Fire Warden and has completed all modules of the Foundation Phase, on this she bases her teaching methods. At Cylch Meithrin Caerau, Lisamarie is the Leader, She has a BA (hons) degree in Secondary education QTS, a NVQ level 3& 5 in child care, learning and development, leader and management skills, Level 2 in food and hygiene, Paediatric First Aid, behaviour management, additional needs training to name a few. Tanisha is the deputy leader, she has an NVQ level 3&5 in childcare, learning and development and is currently working towards her Playworker qualification . Angela is Head of Transport, our wrap around service is very successful, Angela transports the children via our mini bus to their placements, at Trelai, Caerau, Nant Caerau, Michaelston, etc. she has an NVQ level 3&4 in child care, learning and development. Lauren is Head of Outdoors activities, she has an NVQ level 3 in child care, learning and development. Lisamarie is also supported in her role by Megan, Beth and Morgan who are NVQ level 3 qualified nursery assistants, Georgia, Chantal and Emily who are all NVQ level 2 qualified nursery assistants, working towards their level 3. Megan is our Special Educational Needs Coordinator (Senco) and Diane is in charge of the Kitchen. All staff are passionate about our Healthy Eating Gold Standard Award and an avocet of our CHASPS (Cardiff Healthy and Sustainable Pre-School Scheme) that we are proud to promote, Diane works hard to produce the very best nutritious menu, from produce delivered fresh from the Market to our door, ensuring the children receive their "minimum of 5 a day". We occasionally use staff from our sister nursery, Cylch Meithrin Trelai, or our regular supply Charlotte, as we port staff across depending on the cover required to fulfil our daily ratio.

Mudiad Meithrin is our umbrella organisation and we are registered with CIW.

We are inspected by CIW and ITES "and are proud to be a Flying Start Nursery, greatly supported by them.

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We are proud to be part of various groups who support our teaching with Health, Hygiene, Nutrition, Language and Special and Additional Educational Needs. We also hold a level 5 Food Hygiene Rating the highest level attainable.

The staff are given individual Key Children and support them throughout their time with us, identifying any additional needs or developmental needs and encouraging experiential learning opportunities, through the planned themes and work in pairs to cover absenteeism.

The children's time with us is recorded in a personal learning journal, complete with photographs of their experiences and achievements for their parents perusal, on open days and celebrations held regularly throughout the year. These journals are given to parents as a reminder of their early years, you are always welcome to come and discuss your child's progress or any needs, or specific requirements.

Regular training is provided for the staff throughout the year, most of this is financed by Flying Start, to ensure their training is current and tailored to meet the needs of all the children and keep us up to date with the standards set by CIW our inspecting body.

We receive regular visits from the Flying Start Advisory Team who have been very generous with resources including up to date safety standard equipment.

There are annual staff appraisals and termly supervisions to ensure the staff are offered training to reach their full potential, it is tailored for them personally to encourage them and help them fulfil their goals and ensure their training is up to date and every opportunity to improve their knowledge and enhance their understanding is given.

All staff as part of their daily routine, help the children to find their own individual interests, encouraging, enhancing and supervising their learning through play, whilst gently introducing the seven areas of learning, hoping to discover the new age archaeologist, scientist or biologist and turn them into confident little bilingual beings!

Our love, care and respect of children is what we pride ourselves on, from our very first meetings with children and their families, the staff are very caring and trained to the highest standards to respect the families we share our setting with.

Kathy the manager, is a proud mother of four, a very proud grandmother of seven, her children and grandchildren are educated through the medium of Welsh. Her eldest Lisamarie has a degree in Secondary Welsh Education, as well as qualifications in childcare which she continues to enhance, she is a very confident Leader here.

Kathy says **"I believe in solid foundations, if the foundations are perfectly laid the building grows from strength to strength"**, this is what we aim to achieve at Cylch Meithrin Caerau and at our sister nursery Cylch Meithrin Trelai.

Kathy works from her base at Trelai and is Manager of both settings.

Val is a volunteer supporting the staff, with Art and Multicultural teaching.

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All students, volunteers and staff are in compliance with the regulations as set by our guidelines, rules, policies and regulations and have all been CRB checked.

All staff work as a team and are very proud of their nurseries.

We encourage Welsh speaking students to do work placement with us and are proud that some have enjoyed their time with us so much, they have applied as students to become full time members of staff, we work closely with Plasmawr to offer our sixth form students work experience placement and support.

We work closely with the feeder school, Ysgol Gymraeg Coed Y Gof in Pentrebanne and Nant Caerau on Caerau Lane, to mention but two. We have regular visits to and from the staff to help support the continuity of care and the children's transition period from nursery to school.

Kathy boasts "over the 37 years she has been involved in Welsh education she has seen the language and the schools go from strength to strength with new schools and new nursery schools opening regularly to meet the growing need for Welsh Education in the area surrounding".

We are registered with CIW and offer our services for 2.5 hours per session with a full wrap around service from 8 am - 5.30. pm if required.

Flying Start was a Welsh Assembly Government incentive, 2006 that has funded 2 year old children from LSO areas affording them free childcare and has had a fantastic impact.

We are registered for 20 children to date, at Caerau and 44 at Trelai, per session. It is lovely to see the benefits we have to offer the children who are clearly ready to join us and explore our setting making new friends, as well as the time out it gives mums and dads, a chance for them to enrol on a course or two, or just to meet new mums and dads and get out for an hour or two in the mornings or afternoons.

Kathy the Cylch Manager, is also a member of the Local Advisory Groups and forums in the area, where ideas, suggestions and the general success, or information of the various funds and achievements from such funds are fed to a committee and reported to and from the Welsh Assembly Government, the benefits of nursery education for 2years has way exceeded Kathy's expectations, she says" to look back over the 10 years Flying Start have funded these placements is such a pleasure to see, the results speak for themselves".

We use and provide the most beneficial up to date toys, educational equipment, planning and training to develop the children's full potential whilst in our care. All of the equipment we use is in compliance with the British Safety Standards and age appropriate for the children to use.

**Cylch Meithrin Trelai and Cylch Meithrin Caerau Parents and Friends  
Welcome to Cylch Meithrin Trelai & Caerau**

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We hope your child enjoys their time at the Nursery, should you have any questions or queries please do not hesitate to approach a member of staff or a member of the parents committee, we are all here to help, support and hopefully involve you.

**We would like you all to consider your role in this nursery and how you can help out by becoming a member of the parents committee. It doesn't require a great deal of time but it is greatly appreciated by the staff and is a great opportunity for you to meet other parents and join in some fun activities and fundraising events, to support the nursery.**

The Ethos of Mudiad Meithrin, our umbrella organisation is for the nursery to be managed by a committee formed from its service users. As we are a registered charity this is also a requirement of the CSSIW (Care and Social Services Inspectorate Wales). However we do appreciate some of you are working or have other commitments, there is no pressure, if you can help or would like to help out let a member of the committee or staff know.

The Chairperson Gary Farleigh and Vice Chair Angela Murphy is always happy to meet new members and share good practice with them, we also have a social worker Cheryl Davies.

**What can you do as parents to help? and what can we do to support?**

To help the children settle and to assist the staff so that they can provide a smooth running session, there are a few details that we would appreciate your co-operation with.

**Nursery fees/covenants must be paid on a Monday.** Standing order or Cash. You may wish to pay a term in advance, by standing order. **Please do not miss a payment without an explanation** as we rely on these fees. Our head office accounts department (MM) will issue a **CCJ** (County Court Judgment) to retrieve unpaid fees and arrears.

If you receive Flying Start, Assisted Placement or Early Years Funding a covenant of £5.00 only, is kindly requested, **this is not compulsory** but helps towards, breakfast or lunch and extra resources, (depending on am or pm) all healthy eating snacks and drinks are provided **free** throughout the day. (Please see our Health Eating guide attached).

You may wish to claim child tax credits to part/cover fees, you will require our CSSIW registration number for this which is available please ask Lisamarie.

**Please take your child to the toilet ("ty bach") when they arrive, regardless of whether or not they have already been.** (an opportunity for the children to wash their hands) this encourages a healthy control of the bladder and will stop disruptions. The children are encouraged to develop independence so use the toilet freely throughout the morning. This also helps with personal hygiene as the children have breakfast or lunch on arrival. Nappies are changed regularly and full potty training is practised when the child is ready.

Please do not put expensive/best clothes on your child as activities can sometimes be messy involving paint and glue. Children come to learn but most importantly to enjoy themselves, fun sometimes means messy play!! We do sell to order our own Polo Shirts with the nursery logo, they come in all sizes and colours, please see a member of staff if you would like to place an order. These are not compulsory for children attending but can save their clothes. We encourage children to wear an apron, whenever possible.

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We have outdoor suits and wet clothes, protective aprons and windsheeters as we encourage outdoor activities daily. Remember children enjoy the outdoors rain or shine and as long as they are dressed appropriately there is no reason why they should not be allowed to do so.

Please read our notice board situated by the main entrance. This will keep you informed of any changes to opening hours and any other important information we feel you should be aware of, notices are updated regularly, we will of course distribute email/ texts and when necessary, letters with dates for your diary throughout the year.

**The opening hours of the sessions at Cylch Meithrin Caerau are:**

**Breakfast Club**

Monday-Friday 8.00-9.15am

**Bore/Morning**

Monday – Friday : 9:15 am – 11.45 am

**Staff lunch breaks 11.45-12.10pm**

**Prynhawn/Afternoon**

Monday – Friday : 12:15 pm – 2.45pm,

**Afterschool Club**

Monday to Friday 2.45-5.30pm

It is ***extremely important*** that children are brought to the nursery **REGULARLY** and **ON TIME**. There will be a 10 minute lee-way where the door will be left open. After which, the door will be locked. A child arriving after this time will be marked late. The late arrival sheet must be signed. Entry after that time is at the discretion of the leader as a child arriving late can be very disruptive as the other children will have started on their activities for the day. Children must attend regularly if they are to benefit in full from the education that will be given. Children are assessed during the year and if the child does not attend and misses certain activities then they could lose that assessment, this upsets the children if they do not complete a task or have something they would have made to take home.

To help the children settle in quickly with the minimum of fuss, we request that children wait with their parents in the entrance area until the door is open.

The staff are very busy on the children's arrival as they are setting up for the day. Unless it is a **dire emergency** please do not disturb them before or during Cylch as distractions can result in the children not being supervised correctly. A simple phone call can usually answer most enquiries or concerns. If you do need to arrange early collection inform a duty member of staff when you drop off your child who will ask you to sign a form of authorisation.

**Please respect the staff's lunch break between 11:50 and 12:10.** This break is for them to have a quick snack before the afternoon session begins. Children must also be collected

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**promptly** at the end of the session. We are **NOT** insured to hold the children on the premises outside of the contracted hours without their parents being present. We understand that you may be unavoidably late, so therefore we would request a phone call on 02920 565207 or 07717783665 if this is the case. Please read the Policies Booklet on late arrival.

The Manager or Leader is always willing to discuss any concerns that you have regarding your child's development or education. If you require a **"private chat"** then please ask. However there will be parents' mornings throughout the year where you can share your concerns and discuss your child, look through their learning journals and photographs of your children throughout their time with us, enjoying various activities with their friends. **Any allergies or medical concerns your child has**, should be stated at your induction. Please do not hesitate to approach the staff if you have any concerns – you can speak in confidence to us at all times, an appointment is necessary so cover can be planned, meetings can be held privately in the office, any concerns will be treated confidentially.

### **Helpful information to support Cylch Meithrin Caerau**

Please do not write your child's name in CAPITALS or put capitals anywhere other than at the beginning of a Name or Sentence after a full stop.

**Please, please put your child's name inside pieces of clothing and shoes especially their coats to avoid confusion and make them easier to identify.**

Parents will be informed of which theme or topic we will be working on. Co-operation is greatly appreciated. This can be achieved by using Welsh words appropriate to the theme, the staff have lists for each subject, Please ask if you would like a copy of these words. The theme is displayed in the cloakroom daily. Please do not allow your child to bring toys from home as the toys will not be allowed into the Cylch. (Unless a special request is made by the staff, for play days, etc) this is to avoid them being damaged or lost and we promote sharing, children find this difficult if it is a toy they brought from home, you can always leave it in their bag in the cloakroom so they can be reunited with it at the end of the day.

On your induction day, there will be several important forms to completed. It is imperative that these forms are completed in full before your child starts nursery, the leader is always happy to assist with them. All photographs of people likely to bring or collect your child including you, must be provided when they start. **Failure** to do this may result in your child start date being delayed. (It does not have to be passport photo, a driving licence or snap shot can be copied on site and returned to you.

This enables us to conform to CSSIW standards failure for the Cylch to comply fully could mean disciplinary action being brought against us, it helps us identify childrens carers.

**Please inform us of any change of phone numbers.** In an emergency we may need to contact you. You will be amazed at the number of parents who forget to advise us of any changes! Even temporary contact details should be given, there are forms in the cloakroom you can amend daily if need be, a planned visit, shopping trip, it is so easy to forget!

**Hopefully these requirements have not put you off the Welsh education here!!**

They will assist us greatly if they are followed, the teacher will answer any concerns you may have.

We sincerely hope that you will be happy here with us and your child settles in quickly. We look forward to seeing your children blossom into little bi-lingual people!

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Diolch o`r galon.

Many Thanks.

Gary Farleigh Chairperson

On behalf of

**Kathy Farleigh Rheolwr ac Lisamarie Bracey Arweinyddes**

**A message from the Committee:**

We would like you all to consider your role in this nursery and how you can help out by becoming a member of the parents committee. It doesn't require a great deal of time but it is greatly appreciated by the staff and is a great opportunity for you to meet other parents and join in some fun activities and fundraising events, to support the nursery.

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## MEYSYDD DYSGU

Iaith, llythrennedd a sgiliau cyfathrebu

Datblygiad personol a chymdeithasol

Datblygiad mathemategol

Gwybodaeth a dealltwriaeth o'r byd

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Datblygiad corfforol

Datblygiad creadigol

In order to ensure that every child gains as much as possible from the areas of learning, the Cylch Meithrin will plan and organise a range of activities and experiences which will promote those aspects of the curriculum set out in the box below. The cylch meithrin staff will discuss the term's work beforehand with you as parents/carers and will welcome your contribution. Detailed information about the activities will be available in the cloakroom.

## AREAS OF LEARNING

Welsh Language Developments

Language, literacy and communication skills

Personal and social development – Well Being and Cultural Diversity

Mathematical development

Knowledge and understanding of the world

Physical development

Creative development

## CYFLE CYFARTAL/EQUAL OPPORTUNITIES.

*Rydym yn ceisio sicrhau bod pob agwedd o'n gweithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag ei genedl, lliw, hil, rhyw, rhywioldeb, anabledd, crefydd, oed, statws priodasol, diwylliant neu ddosbarth cymdeithasol.*

We try to ensure that every aspect of our activities promote equal opportunities for every individual, whatever their nationality, colour, race, gender, sexuality, disability, religion, age, marital status, culture or social class..

Our aim is to give every child, whatever their needs the opportunity to benefit from Welsh education and we are committed to giving due attention to each child with special needs.

All the staff are trained to recognise and identify special needs,

1. They will report to the Leader any concerns.
2. The Leader will observe and make notes.
3. The parents will be notified.
4. A report will be completed with all discussed matters included, concerns of staff and parents.
5. The appropriate steps taken to assist and identify the concerns and if necessary a referral made.  
(With the parents consent) To the appropriate department.

## TREFN CANMOL A CWYNO/COMPLAINTS AND COMPLIMENTS PROCEDURE

CROESAWN EICH SYLWADAU AR EIN GWASANAETH FEL Y GALLWN EI WELLA OS OES ANGEN. BYDDWN BOB AMSER YN FALCH O DDERBYN EICH CANMOLIAETH OND OS YDYCH YN ANFODLON AR UNRHYW AGWEDD O'N GWAITH DYLECH

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FYNEGI HYNFY I GADEIRYDD Y CYLCH, AR LAFAR I DDECHRAU AC YNA'N  
FFURFIOL TRWY YSGRIFENNU AT Y PWYLLGOR. OS YW'R MATER YN DAL HEB EI  
DDATRYN, DYLLD CYSYLLTU A SWYDDOG DATBLYGU LLEOL MUDIAD MEITHRIN  
AM GYNGOR PELLACH. OS AM GWYNO YMHELLACH I AROLYGAETH SAFONAU  
GOFAL CYMRU, GELLIR GWNEUD HYNFY TRWY GYSYLLTU A'R AROLYGYDD YN  
Y SWYDDFA LLEOL, SEF: LOU STEVENS JONES DUTY OFFICER

CIW MID AND SOUTH

GOVERNMENT BUILDINGS

RHYDYCAR,

MERTHYR TYDFIL

CF48 1UZ TEL. 0300 0628888

WE WELCOME YOUR COMMENTS ON OUR SERVICE SO WHERE NECESSARY WE CAN  
IMPROVE. WE ARE ALSO VERY HAPPY TO RECEIVE YOUR COMPLIMENTS. IF FOR  
ANY REASON YOU ARE DISSATISFIED WITH ANY ASPECT OF OUR WORK, YOU  
SHOULD FIRST TELL THE CYLCH CHAIRPERSON AND THEN WRITE FORMALLY TO  
THE COMMITTEE.

SHOULD THE MATTER REMAIN UNRESOLVED MUDIAD MEITHRIN'S LOCAL  
DEVELOPMENT OFFICER (VANESSA POWELL) SHOULD BE CONTACTED FOR FURTHER  
ADVICE. IF IT IS A MORE SERIOUS MATTER, IF YOU WISH TO COMPLAIN FURTHER  
TO THE CARE AND SOCIAL SERVICES INSPECTORATE FOR WALES (CIW), YOU CAN  
DO SO BY CONTACTING THEIR LOCAL OFFICE: LOU STEVENS JONES DUTY  
OFFICER

CIW MID AND SOUTH

GOVERNMENT BUILDINGS

RHYDYCAR,

MERTHYR TYDFIL

CF48 1UZ TEL. 0300 0628888

ALL COMPLAINANTS WILL BE INFORMED OF THE OUTCOME OF THEIR COMPLAINT  
WITHIN 14 DAYS. IF THE COMPLAINT HAS NOT BEEN RESOLVED A FURTHER 14  
DAYS MAY BE APPLIED, WITH THE COMPLAINANT'S CONSENT. SHOULD A THIRD  
PARTY BE INVOLVED IN ANY INVESTIGATION TO ANY COMPLAINT THE CIW WILL  
BE CONSULTED ON HOW TO PROCEED. THE COMPLAINANT WILL RECEIVE A  
PROGRESS REPORT.

A WRITTEN RECORD OF ALL COMPLAINTS ARE KEPT(CONFIDENTIALLY) AT THE  
CYLCH AVAILABLE FOR INSPECTION AT ANY TIME WHEN REQUESTED BY THE CIW.

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IN LINE WITH DATA PROTECTION THESE ALONG WITH ALL OTHER CONFIDENTIAL INFORMATION ARE KEPT IN A LOCKED CUPBOARD.

IF YOU HAVE ANY CONCERNS REGARDING THIS DOCUMENT OR WOULD LIKE TO ADDRESS ANY OF THE PRINTED INFORMATION ENCLOSED PLEASE FEEL FREE TO SPEAK TO A MEMBER OF STAFF WHO WILL BE MORE THAN HAPPY TO RESOLVE ANY ISSUES YOU HAVE.

WHILST WE ENCOURAGE OUR CHILDREN TO TAKE PART IN ALL ASPECTS OF OUR VARIED EDUCATION CURRICULUM, YOU MAY HAVE A BELIEF AND WISH YOUR CHILD TO ABSTAIN FROM THAT PARTICULAR ACTIVITY, ONCE AGAIN PLEASE FEEL FREE TO DISCUSS YOUR CONCERNS WITH A MEMBER OF STAFF. YOUR PRIVACY WILL BE RESPECTED AT ALL TIMES.

ANY CONCERNS WILL BE TREATED WITH RESPECT AND YOUR CONFIDENTIALITY PROTECTED AT ALL TIMES, IN LINE WITH OUR PRIVACY POLICY.

WE TRUST YOU AND YOUR CHILDREN WILL ENJOY YOUR TIME AT CYLCH MEITHRIN CAERAU AND ON BEHALF OF MYSELF AND THE STAFF MAY I TAKE THIS OPPORTUNITY TO WELCOME YOU AND ASSURE YOU OF OUR BEST INTENTIONS AT ALL TIMES.

PLEASE REMEMBER IF YOU CHANGE YOUR DETAILS AT ANY TIME, EITHER A CONTACT NUMBER OR ADDRESS MAKE SURE YOU COMPLETE A FORM (AVAILABLE IN THE WELCOME AREA AT ALL TIMES)

YOU SHOULD NOT LEAVE THE CYLCH WITHOUT LEAVING A CONTACT NUMBER, AS IN THE UNLIKELY EVENT OF AN EMERGENCY OR IF YOUR CHILD WAS IN NEED OF MEDICAL ATTENTION WE WOULD NEED TO CONTACT YOU.

**Please note important numbers/dates here:**

*Tel.* 02920565207. *Mob.* 07717783665.

*Email:* cylchmeithrincaerau@hotmail.com

**Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ**

## **Wrap Around Service Information:**

Our wrap around service currently operates from Cylch Meithrin Trelai, Mill Park, Plymouth Wood Road, Ely Cardiff CF54DD.

It opens at 8.am and closes at 5.30pm. The breakdown of costs is below.

Per hour care £5.50 per child, Per half hour £2.65 per child. (Every 5 minute late arrival is charged at quarter of an hour).

Breakfast Yoghurt, Cereal, Toast, Juice £1.50 per child,

Tea/Snacks ....£1.50 various per child.

The service was provided to meet the needs of parents who are working and find it difficult to find child care around nursery hours. The parents are given the option of both settings, to vary the children's experience.

It is very reasonably priced child care and has proved very popular with parents and children alike.

We currently do collections from Michaelston, Nant Caerau, Trelai, Mill Bank, Herbert Thompson, Cylch Meithrin Trelai, Cylch Meithrin Caerau and various home addresses.

If you are interested or require more information please speak to Lisamarie/Angela.



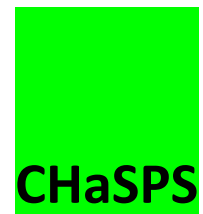
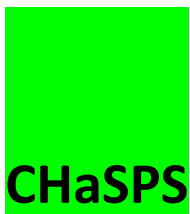
021.02920555206. 01006. 01111105555.

Email: [cylchmeithrincaerau@hotmail.com](mailto:cylchmeithrincaerau@hotmail.com)

Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ

# **Gynllun Dyfarniadau Byrbrydau Iach Safon Aur**

## **Gold Standard Healthy Snack Award Scheme**



### Cardiff Healthy and Sustainable Pre-School Scheme

Dear Parents,

As part of the children's daily dietary needs we will offer a selection of fruit, vegetables and Healthy Snacks rich in fibre.

All snacks offered will be part of their daily needs (5 a day).

You are expected to inform us of any allergies or foods your child is not allowed. We will encourage them to try various types of fruit and vegetables, which may not be familiar to them, rest assured we will not force them to eat anything they do not want to.

You will be informed of the foods they try, their likes and dislikes.

As we currently hold a Gold Star Healthy Eating Award, you can rest assured your child will receive only the Healthiest and nutritious snacks, this is delivered fresh to our door. All families are encouraged to participate in this Healthy Eating Scheme, the benefits are immeasurable.

If you would like information Nutrition, 5 A Day, Healthy Options, please speak to a member of staff they will be happy to help. Or information on Community Health Accreditation and Standards Program, Please do not hesitate to ask we will be happy to

*Tel.* 02920565207. *Mob.* 07717783665.

*Email:* [cylchmeithrincaerau@hotmail.com](mailto:cylchmeithrincaerau@hotmail.com)

**Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ**

explain.

Assuring you of our best intentions at all times.



MUDIAD YSGOLION MEITHRIN



## Gynllun Dyfarniadau Byrbrydau Iach Safon Aur Gold Standard Healthy Snack Award Scheme

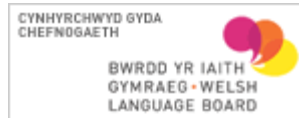


Tel. 02920565207. Mob. 07717783665.

Email: [cylchmeithrincaerau@hotmail.com](mailto:cylchmeithrincaerau@hotmail.com)

Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ





*Manager - Kathy Farleigh.*

*Leader:- Lisamarie Bracey,*

*Deputy Leader- Tanisha Branson*

*Head of transport-Angela Owen,*

*Head of outdoors – Lauren Evans*

*Nursery assistants- Chantal Andrews, Morgan Glenn,*

*Tel.02920565207. Mob. 07717783665.*

*Email: cylchmeithrincaerau@hotmail.com*

**Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ**

Beth Ross, Georgia Higginson, Megan Owens, Emily  
Evans

Kitchen/Domestic Assistant: Diane Smith.

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Tel.02920565207. Mob. 07717783665.

Email: cylchmeithrincaerau@hotmail.com

Cylch Meithrin Caerau, Trelai Park, Colin Way. Caerau.CF55AJ