Annwyl Riant / Gwarcheidwad,

Diolch am wneud ymholiad ynglŷn â Meithrinfa Camau Bach ac am ystyried dewis y feithrinfa i ddarparu gofal ac addysg i'ch plentyn.

Mae'n bleser gennym gyflwyno'r pecyn hwn i chi, sydd yn cynnwys yr holl wybodaeth angenrheidiol i chi wneud eich penderfyniad. Rydym yn cydnabod fod dewis meithrinfa ar gyfer eich plentyn yn benderfyniad pwysig iawn, felly os ydych yn dymuno trafod unrhyw agwedd o'r ddarpariaeth a'r cyfleusterau, peidiwch â phetruso rhag cysylltu â ni. Mae'r manylion cyswllt i'w gael yn y pecyn.

Edrychwn ymlaen at gael croesawu eich plentyn i'r feithrinfa.

Yn gywir,

Debbie Benjamin
Rheolwr

Dear Parent / Carer,

Thank you for your enquiry about Meithrinfa Camau Bach and for considering choosing the nursery to provide care and education for your child.

We are pleased to present you with this pack, which will provide you with the necessary information to enable you to make an informed choice. We acknowledge that choosing a nursery is a very important decision, so should you wish to discuss any aspect of the provision or the facilities, please don't hesitate to contact us on any of the contact numbers shown in the pack.

We look forward to being able to welcome your child to Camau Bach.

Yours faithfully,

Debbie Benjamin
Manager

Meithrinfa Camau Bach

PERSON A GOFAL - *PERSON IN CHARGE*

Debbie Benjamin
RHEOLWR FEITHRINFA / NURSERY MANAGER
Y GANOLFAN INTEGREDIG
BOULEVARD DE ST-BRIEUC
ABERYSTWYTH
CEREDIGION
SY23 1PD
Ffôn/Tel: 01970 639 655
e-bost/e-mail: post@camaubach.cymru

UNIGOLION CYFRIFOL – *RESPONSIBLE PERSONS*

Dr Gwenllian Landsdown Davies
Prif Weithredwr/*Chief Executive*

MUDIAD MEITHRIN
Y GANOLFAN INTEGREDIG
BOULEVARD DE ST-BRIEUC
ABERYSTWYTH
CEREDIGION
SY23 1PD
Ffôn/Tel: 01970 639 639

Leanne Marsh
Pennaeth Adran Datblygu Gwasanaethau a Academi/
Head of Service Development and Academi

MUDIAD MEITHRIN
TY CYMRU, GREENWOOD CLOSE,
PARC BUSNES PORTH CAERDYDD,
PONTPRENNAU, CAERDYDD
CF23 8RD

Ffôn/Tel: 01970 639639

Rheolwr Meithrinfeydd Cymru

Delyth Evans

MUDIAD MEITHRIN
Y GANOLFAN INTEGREDIG
BOULEVARD DE ST-BRIEUC
ABERYSTWYTH
CEREDIGION
SY23 1PD
Ffôn/Tel: 01970 639 63

mudiad meithrin

Meithrinfa Camau Bach

DATGANIAD O DDIBEN

NOD AC AMCANION:
Nod Meithrinfa Camau Bach yw darparu gofal ac addysg cyfrwng Cymraeg o ansawdd hyd at 75 o blant ar unrhyw adeg, o 6 wythnos oed hyd at oed ysgol statudol, ac i blant 4 oed – dan 12 oed yn y gwasanaeth Clwb ar ol ysgol.

OEDRAN: Mae'r feithrinfa yn derbyn plant o 6 wythnos oed hyd at oed statudol. Mae'r gwasanaeth Clwb ar ol ysgol yn derbyn plant rhwng 4 oed – dan 12 oed.
RHYW: Bachgen/Merch
IAITH: Mae'r ddarpariaeth yn gweithredu trwy gyfrwng y Gymraeg.

NIFER Y PLANT:
Mae Meithrinfa Camau Bach wedi cofrestru gydag Arolygiaeth Gofal Cymru (AGC) ar gyfer 75 o blant ar unrhyw un adeg.

CYFLEUSTERAU:
Mae'r cyfleusterau a gynigir i blant a'u teuluoedd yn cynnwys:

- systemau diogelwch electroneg i reoli mynediad i ardaloedd y plant ynghyd â chamerâu diogelwch cylch cyfyng o amgylch yr adeilad.
- Dwy ardal annibynnol - un wedi ei gynllunio yn arbennig ar gyfer y plant ieuengaf dan 2 oed a'r llall wedi ei gynllunio ar gyfer plant dros 2 oed.
- Pedair ystafell benodol wedi eu cynllunio i greu amgylchedd ysgogol ar gyfer oedrannau penodol.
- Ystafelloedd cysgu/gorffwys er mwyn ymateb i anghenion corfforol pob plentyn unigol.
- Ardal greadigol sydd yn cynnig cyfle i blant arbrofi a datblygu eu creadigrwydd.
- Ystafell sensori sydd yn cynnwys adnoddau sy'n galluogi bob plentyn waeth beth fo'i angen i fwynhau ac elwa o brofiadau sy'n cyflyru'r synhwyrau.
- Cegin ac ystafell fwyta
- Ardal ar gyfer clwb ar ôl ysgol.
- Ardal chwarae tu allan ag arwynebedd diogel iddo.
- Gardd sensori sydd yn datblygu chwilfrydedd a gwerthfawrogiad o fyd natur mewn plant.
- Ystafell gyfarfod i rieni/gwarchodwyr gael trafod materion yn ymwneud â'u plant yn gyfrinachol, neu i gael cyngor gan arbenigwyr megis ymwelwyr iechyd, therapyddion.
- Darparu brecwast, cinio a thocyn prynhawn yn ôl canllawiau Cynllun Cyn-Ysgol Iach.

GWASANAETH
Mae Meithrinfa Camau Bach yn cynnig gofal safonol, hyblyg a fforddiadwy i rieni/gwarchodwyr sydd yn dymuno defnyddio'r gwasanaeth.
Mae'r ddarpariaeth ar agor o 8.00am tan 6.00pm, Llun – Gwener dros 51 wythnos y flwyddyn. Bydd y feithrinfa yn cau ar Ddydd Nadolig, Gŵyl San Steffan, Dydd Calan,

Dydd Gwener y Groglith a Dydd Llun y Pasg, Calan Mai, Y Sulgwyn. Hefyd, ni fydd y feithrinfa ar agor o ddiwrnod Nadolig hyd at ddiwrnod ar ôl y flwyddyn newydd.

30 AWR GOFAL

Mae Camau Bach yn darparu hyd at 30 awr yr wythnos o gyfuniad o addysg gynnar a gofal plant di-dâl i rieni sy'n gweithio ac sydd â phlant 3 a 4 oed, am 48 wythnos y flwyddyn yn ogystal â chynnig cludiant i blant i Ysgol Gymraeg Aberystwyth ac Ysgol Plascrug.

GWEITHGAREDDAU

Blaenoriaeth y ddarpariaeth yw hapusrwydd bob plentyn. Cynigir y gofal mewn amgylchedd diogel ac ysgogol lle gall plant fanteisio ar amrywiaeth eang o weithgareddau a phrofiadau chwarae tu fewn a thu allan sy'n eu galluogi i ddysgu a datblygu i'w llawn botensial. Mae'n dilyn cwricwlwm blynyddoedd cynnar cenedlaethol er mwyn sicrhau bod pob plentyn yn cael y cychwyn gorau posib ymhob agwedd o'i addysg.

STAFF

Darperir y gwasanaeth gan dîm o staff cymwys ac ymroddgar a chynigir rhaglen o hyfforddiant mewn swydd i sicrhau bod ganddynt yr wybodaeth a'r sgiliau sydd yn angenrheidiol i ddarparu gofal ac addysg o'r safon uchaf posibl.

POLISI DERBYN PLANT

Mae croeso i bob plentyn mynychu'r ddarpariaeth waeth beth fo'i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Meithrinfa Camau Bach yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

POLISI CYFLEODD CYFARTAL

Bydd Meithrinfa Camau Bach yn sicrhau bod pob agwedd o'i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag fo'i genedl, lliw, hil, rhyw, anabledd, crefydd, oed diwylliant neu ddosbarth cymdeithasol. Bydd hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

AMREDIAD ANGHENION

Y nod yw darparu cefnogaeth briodol i blant gydag anghenion ychwanegol ble bynnag y gallwn, fel y bydd angen. Mae'r gwasanaeth yn cael eu darparu yn ôl y gofynion a'r amodau a amlinellir yng Nghytundeb Gofal Plant.

DIOGELU PLANT

Nôd Meithrinfa Camau Bach yw sicrhau lles, diogelwch a ffyniant pob plentyn dan ei ofal. Mae'r ddarpariaeth yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy'n gofalu amdano yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant bob plentyn yn bwysig i Feithrinfa Camau Bach.

POLISI GADAEL A CHASGLU PLANT

Mae Meithrinfa Camau Bach yn sicrhau bod trefniadau addas ar gael i adael a chasglu pob plentyn yn ddiogel. Cofnodir manylion pob unigolyn sy'n debygol o gasglu'r plentyn a gofynnir i rieni/gwarchodwyr ddarparu llun o bob person fydd yn

debygol o gasglu'r plentyn. Mae'n ofynnol i rieni/gwarchodwyr hysbysu Meithrinfa Camau Bach, yn ysgrifenedig os yn bosib, o unrhyw newid yn drefniadau casglu.

GWEITHDREFN I'W DILYN MEWN ACHOS O GAU MEWN ARGYFWNG
Mewn sefyllfaoedd arbennig neu mewn achos argyfwng, efallai y bydd angen cau Meithrinfa Camau Bach ar fyr rybudd. Os fydd angen cau ar fyr rybudd, bydd staff yn cysylltu gyda rhieni/gwarchodwyr dros y ffôn gan ddefnyddio rhifau cyswllt mewn argyfwng a ddarperir gan rieni /gwarchodwyr ar y Ffurflen Cofrestru Plentyn (P1) gan roi cymaint o rybudd ac sy'n bosib.
Os fydd angen cau mewn argyfwng yn ystod amser sesiwn y ddarpariaeth, bydd y staff yn cysylltu â'r rhieni / gwarchodwyr drwy ddefnyddio'r rhifau ffôn cysylltiadau brys. Bydd y staff yn aros gyda'r plant nes eu bod yn cael eu casglu.

Cysylltir gyda'r rhieni/gwarchodwyr i gadarnhau dyddiad ail agor y ddarpariaeth.

CANMOL A CHWYNO

Nôd y ddarpariaeth yw darparu gwasanaeth o'r safon uchaf ymhob agwedd o'i gwaith. Croesewir barn a sylwadau rhieni/gwarchodwyr am y gwasanaeth, fel y gellir ei wella os oes angen. Ceisir datrys unrhyw broblemau neu gwynion mewn modd adeiladol cyn gynted â phosibl. Dylid cyfeirio unrhyw gwyn neu sylw at Reolwr y ddarpariaeth yn y lle cyntaf. Os na cheir datrysiad boddhaol, gellir cysylltu â'r unigolyn cyfrifol. Hysbysir rhieni/gwarchodwyr ynglŷn â'r polisi a threfn canmol a chwyno cyn i'w plentyn gychwyn yn y feithrinfa.

POLISÏAU/AROLYGIADAU
Cedwir copi llawn o'r holl bolisïau/arolygiadau amrywiol yng nghyntedd y ddarpariaeth.

COFRESTRU
Bydd angen i bob rhiant/gwarchodwr y plant sydd am fynychu'r ddarpariaeth llenwi ffurflenni cofrestru yn nodi manylion llawn bob plentyn cyn dechrau.

TERMAU AC AMODAU
Fel y nodir yng nghytundeb y rhieni/gwarchodwyr.

ENWAU, CYFEIRIADAU A RHIFAU FFÔN PERTHNASOL
Person â Gofal : Debbie Benjamin
Meithrinfa Camau Bach, Y Ganolfan Integredig, Boulevard de St Brieuc, Aberystwyth, Ceredigion SY23 1PD
Rhif ffôn: 01970 639655
e-bost : post@camaubach.cymru

Unigolion Cyfrifol :
Dr Gwenllian Landsdown Davies
Prif Weithredwr, Mudiad Meithrin, Y Ganolfan Integredig, Boulevard De St-Brieuc, Aberystwyth, Ceredigion SY23 1PD
Rhif ffôn: 01970 639 639

Meithrinfa
Camau Bach

Leanne Marsh
Pennaeth adran Datblygu Gwasanaethau a Academi, Mudiad Meithrin, Tŷ Cymru, Greenwood Close, Parc Busnes Porth Caerdydd, Pontprennau, Caerdydd CF23 8RD
Rhif ffôn: 01970 639 639

Rheolwr Meithrinfeydd Cymru

Delyth Evans

Mudiad Meithrin, Y GANOLFAN INTEGREDIG, BOULEVARD DE ST-BRIEUC ABERYSTWYTH, CEREDIGION, SY23 1PD
Ffôn/Tel: 01970 639 639

Arolygiaeth Gofal a Cymru (AGC)

Rhanbarth De-orllewin Cymru,
Adeiladau'r Llywodraeth,
Heol Picton,
Caerfyrddin SA31 3BT
Rhif ffôn: 0300 7900 126
Ffacs: 0872 437 7303
e-bost: agc.caerfyrddin@llyw.cymru

Mae Arolygaeth Gofal Cymru (AGC) yn arolygu'r ddarpariaeth pob blwyddyn.
DYDDIAD: Gorffennaf 2018 (i'w adolygu yn flynyddol)

mudiad meithrin

Meithrinfa Camau Bach

STATEMENT OF PURPOSE

AIMS AND OBJECTIVES

Camau Bach Nursery aims to provide quality Welsh-medium care and education for up to 75 children at any one time from 6 weeks old up to statutory school age, and for children 4 years – under 12 years in the after school club.

AGE: Camau Bach Nursery accepts children from 6 weeks of age up to statutory school age.
The after school club accepts children between 4 years to under 12 years.
GENDER: Boy/Girl
LANGUAGE: The provision operates through the medium of Welsh.

NUMBER OF CHILDREN

Camau Bach Nursery has registered with Care Inspectorate Wales (CIW) for 75 children at any one time.

FACILITIES

The facilities offered to the children and families include:

- Electronic security systems to control access to the children's areas as well as CCTV security cameras located around the premises.
- Two separate areas– one has been designed specifically for the youngest children under 2 years and the other designed for children over 2 years of age.
- Four rooms designed to create a stimulating environment for specific age groups.
- Sleep/rest rooms to accommodate the physical needs of each individual child.
- A creative room which offers opportunities for children to experiment and develop their creativity.
- A sensory room which includes resources that enable all children, whatever their needs, to enjoy and benefit from activities which promote sensory development.
- A kitchen and dining room.
- A room for the before and after school club.
- An outside play area with safety surface.
- A sensory garden which develops children's enthusiasm and appreciation for the natural world.
- A meeting room for parents/guardians to discuss, in privacy, issues relating to their children, or to gain advice from specialists such as health visitors, therapists.
- Provide breakfast, lunch and afternoon snack following Healthy Pre-School Scheme guidelines.

SERVICE

Camau Bach Nursery offers quality, flexible and affordable childcare to parents/guardians who require the service. The service is open between 8.00am and 6.00pm, Monday to Friday for 51 weeks of the year. It is closed for Christmas Day, Boxing Day, New Year's Day, Good Friday and Easter Monday, May Day,

Whitsun, August Bank Holiday. The nursery will also be closed between Christmas Day until the day after New Year's Day.

30 HOUR CHILDCARE OFFER

*Camau Bach can provide up to 30 hours a week of **free** combined early education and childcare for working parents of 3 and 4 year olds, for 48 weeks a year as well as providing School runs to / from Ysgol Gymraeg and Ysgol Plascrug in Aberystwyth.*

ACTIVITIES
The happiness of every child is a priority at Camau Bach Nursery. The best possible care is offered in a safe and stimulating environment where children can benefit from a wide range of play activities and experiences which enable them to learn and develop to their full potential. Camau Bach Nursery follows the National Early Years Curriculum, which ensures that each child receives the best possible start in all aspects of his/her education.

STAFF
The service is provided by a team of qualified and dedicated staff. A programme of in-service training is offered to ensure staff have the essential knowledge and skills to provide care and education of the highest standard.

ADMISSIONS POLICY
Every child who is within the appropriate age range is welcome to attend the nursery, regardless of his/her needs, colour, race, language, religion, social class or family situation. The nursery will conform to the conditions of CIW regarding the age of the children and the numbers allowed.

EQUAL OPPORTUNITIES
Camau Bach Nursery seeks to ensure that all aspects of its activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age, culture or social class. This will include access to activities, equal treatment and respect towards each individual.

NEEDS OF THE CHILD/CHILDREN
The aim is to provide appropriate support to each child who has extra educational needs wherever possible. Camau Bach Nursery will work in partnership with the local Referral Scheme and other relevant agencies to ensure help and support for the child and his/her family.

CHILD PROTECTION
Camau Bach Nursery aims it to ensure the welfare, safety and happiness of all children in its care. Camau Bach Nursery believes that each child has the right to expect all adults caring for him/her will protect him/her from any harm. The happiness, safety and well-being of every child is important to Camau Bach Nursery.

LEAVING AND COLLECTING CHILDREN

Camau Bach Nursery ensures that appropriate measures are put in place to leave and collect children safely. A note is made of each individual that is likely to collect the child and the parents are asked to provide a picture of the persons who are likely to collect the child. It is essential that parents/guardians inform Camau Bach Nursery in writing if possible, of any changes in the collecting arrangements.

GUIDELINES TO FOLLOW IN A SITUATION OF CLOSING IN AN EMERGENCY
In special circumstances or in an emergency, Camau Bach may need to close at short notice. If it is necessary to close at short notice, the staff will contact the parents/guardians by phone, using the contact emergency numbers noted by parents/guardians on the Registration Form (P1) giving as much notice as possible. If it is necessary to close in an emergency during opening hours of the nursery, the staff will contact parents/guardians by using the same emergency numbers. The staff will stay with the children until they are collected. The parents/guardians will be contacted to confirm the date of re-opening the nursery.

COMPLIMENTS AND COMPLAINTS
Camau Bach Nursery aims to provide a service of the highest quality in all aspects of its work. Views and comments from parents/guardians about the provision are welcomed, so that the service may be improved if necessary. Any complaints will be dealt with in a constructive way as soon as possible. Any complaints/comments should be made to the nursery manager in the first instance. If a complaint is not resolved satisfactorily, contact should be made with the Responsible Person. Parents/guardians are informed of the compliments and complain policy and procedure before the child starts at the nursery.

POLICIES/REPORTS
A full copy of the various policies/reports are kept in the foyer of the nursery.

REGISTRATION
Every parent/guardians whose child is to attend the nursery, must complete all registration forms noting full details of the child before starting**.**

TERMS AND CONDITIONS
As indicated in the parents/guardians contract.

NAMES, ADDRESSES AND CONTACT NUMBERS
Person in charge: Debbie Benjamin
Meithrinfa Camau Bach,
Y Ganolfan Integredig, Boulevard St-Brieuc, Aberystwyth, Ceredigion, SY23 1PD
Telephone: 01970 639 655
e-mail: post@camaubach.cymru

Responsible Persons:
Dr Gwenllian Landsdown Davies
Chief Executive, Mudiad Meithrin, Y Ganolfan Integredig, Boulevard De St-Brieuc, Aberystwyth, Ceredigion SY23 1PD
Telephone: 01970 639 639

Meithrinfa
Camau Bach

Leanne Marsh
Head of Service Development and Academi, Mudiad Meithrin, Tŷ Cymru, Greenwood Close, Cardiff Gate Business Park, Pontprennau, Cardiff, CF23 8RD
Telephone: 01970 639 639

Rheolwr Meithrinfeydd Cymru

Delyth Evans

Mudiad Meithrin, Y Ganolfan Integredig, Boulevard de St-Brieuc, Aberystwyth, Ceredigion
SY23 1PD
Ffôn/Tel: 01970 639 639

Care Inspectorate Wales (CIW)
South West Wales Region
Government Buildings
Picton Terrace
Carmarthen SA31 3BT
Telephone: 0300 7900126 **Fax:** 0872 4377303
e-mail ciw.carmarthen@gov.wales

Care Inspectorate Wales (CIW) inspects the provision every year
DATE: July 2018 (to review yearly)

mudiad meithrin

Meithrinfa Camau Bach

FFIOEDD MEITHRINFA CAMAU BACH – 1 MEDI 2018 – 31 AWST 2019

CAMAU BACH NURSERY FEES – 1 SEPTEMBER 2018 – 31 AUGUST 2019

BLAENDAL

BYDD DISGWYL BLAENDAL O £50.00 Y PLENTYN I GADW LLE AR Y RHESTR AROS

DEPOSIT

A DEPOSIT OF £50.00 PER CHILD TO RESERVE A PLACE

Amser/*Time*	**Dan 2/***Under 2*	**Dros 2/***Over 2*
08:00 – 18:00	**£42.00**	**£41.00**
08:00 – 16:00	**£37.50**	**£36.50**
08:00 – 13:00	**£25.00**	**£24.50**
13:00 – 16:00	**£20.00**	**£19.00**
13:00 – 18:00	**£25.00**	**£24.50**

Ffioedd casglu plant 3 oed ar ôl Ysgol (Ystafell Goch yn unig)

Fees for collecting 3 yr olds after School (Red Room only)

Sesiwn/*Session*	**Pris/***Price*
15:00 – 18:00	**£12.00**

Ffioedd Clwb ar ôl Ysgol (Camau Bach)

Camau Bach after school club

Sesiwn/*Session*	**Pris/***Price*
15:00 – 18:00	**£12.00**

Ffioedd Clwb ar ôl Ysgol Ysgol Gymraeg Aberystwyth

Ysgol Gymraeg, Aberystwyth After school club

Sesiwn/*Session*	**Pris/***Price*
15:25 – 17:20	**£7.75**

Plant sy'n cael ei gasglu o'r ysgol

(Children who are collect from School)

Ysgol Gymraeg & Ysgol Plascurg , Aberystwyth

Sesiwn/*Session*	**Pris/***Price*
11:30-16:00	**£24:00**
11:30-18:00	**£30.50**

Gwyliau – Os gwelwch yn dda, gweler y cytundeb ynglyn â gostyngiad ffioedd am wyliau

Holidays *– Please see the contract concerning the retainer fees for holidays.*

mudiad meithrin

Meithrinfa Camau Bach

CRYNODEB O BOLISÏAU CAMAU BACH
(Mae copi llawn o'r polisïau i'w gweld yng Nghamau Bach)

Derbyn Plant
Mae croeso i bob plentyn fynychu Camau Bach waeth beth fo'i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Camau Bach yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir. Rhoddir hefyd ystyriaeth i'r plant:

- sydd a'u henwau yn gyntaf ar y rhestr aros
- o'r rhain, rhoddir blaenoriaeth i'r rhai sydd angen gofal dydd llawn

Ymddygiad
Nod Camau Bach yw darparu amgylchedd sy'n seiliedig ar ganllawiau clir, teg a chyson ac sy'n hyrwyddo dealltwriaeth plentyn o ymddygiad derbyniol. Mae Camau Bach yn credu bod cosbi plant yn gorfforol yn gwbl annerbyniol ac mae'r dull hwnnw o gosbi plant yn cael ei wahardd.
Bydd Camau Bach yn sicrhau bod pob dull a ddefnyddir o reoli ymddygiad yn addas ar gyfer oedran a lefel datblygiad y plentyn unigol. Bydd staff y feithrinfa yn sicrhau bod cysondeb yn y dulliau a ddefnyddir o ddydd i ddydd, ac o berson i berson. Ymhob achos lle mae ymddygiad plentyn yn achosi gofid, bydd staff y feithrinfa yn trafod y sefyllfa yn bositif gyda rhieni/gwarcheidwyr yn ddiymdroi ac yn datblygu cynllun gweithredu ar y cyd i'w defnyddio yn y feithrinfa ac yn y cartref.

Cyfle Cyfartal
Bydd Camau Bach yn sicrhau bod pob agwedd o'i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag fo'i genedl, lliw, hil, rhyw anabledd, crefydd, oed, diwylliant neu ddosbarth cymdeithasol. Bydd hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

Anghenion y Plentyn
Mae Camau Bach yn ymrwymo i roi cefnogaeth briodol i bob plentyn sydd ag anghenion arbennig. Bydd Camau Bach yn gweithio mewn partneriaeth â'r Cynllun Cyfeirio lleol ac asiantaethau perthnasol eraill i sicrhau cymorth a chefnogaeth i'r plentyn a'i deulu.

Amddiffyn Plant
Bydd Camau Bach yn amddiffyn bob plentyn dan ei ofal. Mae Camau Bach yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy'n gofalu amdano yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant bob plentyn yn bwysig i Gamau Bach.

Gadael a Chasglu Plant
Mae Camau Bach yn sicrhau bod trefniant addas ar gael i adael a chasglu pob plentyn yn ddiogel. Cofnodir manylion pob unigolyn sy'n debygol o gasglu'r plentyn a gofynnir i rieni/gwarcheidwyr ddarparu llun o bob person fydd yn debygol o gasglu'r plentyn. Mae'n ofynnol i rieni/gwarcheidwyr hysbysu Camau Bach yn ysgrifenedig os yn bosib, o unrhyw newid yn y trefniadau casglu.

Meithrinfa Camau Bach

Canmol a Chwyno

Nod y feithrinfa yw darparu gwasanaeth o'r safon uchaf ymhob agwedd o'i gwaith. Croesewir barn a sylwadau rhieni/gwarcheidwyr am y gwasanaeth, fel y gellir ei wella os oes angen. Ceisir datrys unrhyw broblemau neu gwynion mewn modd adeiladol cyn gynted â phosib. Dylid cyfeirio unrhyw gŵyn neu sylw at Reolwr y feithrinfa yn y lle cyntaf. Os na cheir datrysiad boddhaol, gellir cysylltu âg Unigolion Cyfrifol y feithrinfa.

Polisi Bwyta'n Iach a Chadw'n Heini

Mae Meithrinfa Camau Bach yn rhan o Gynllun Cyn-ysgolion Iach a Chynaliadwy. Prif amcan y cynllun yw hyrwyddo iechyd a lles y plant, staff a theuluoedd drwy wneud newidiadau yn y feithrinfa fydd yn dod yn rhan o fywyd dyddiol y lleoliad. Caiff gwaith ei wneud o dan 7 agwedd iechyd: Maethiad ac Iechyd y Geg, Gweithgarwch Corfforol /Chwarae Gweithredol, Iechyd Meddwl ac Emosiynol, Lles a Pherthnasoedd, Yr Amgylchedd, Diogelwch, Hylendid, Iechyd a Lles y Gweithle.

Mae Camau Bach yn credu bod amseroedd byrbrydau yn rhan bwysig o weithgaredd y feithrinfa. Mae byrbrydau'n cynnig amser cymdeithasol i blant a staff, ac mae'n cynorthwyo plant i ddysgu am fwyta'n iach. Nôd y feithrinfa yw darparu brecwast, cinio a byrbryd prynhawn maethlon i'r plant sy'n diwallu anghenion dietegol unigol plant, ac yn bodloni holl ofynion AGC ar fwyd a diod.

Mae'r feithrinfa yn rhoi pwyslais ar sicrhau bod plant yn cael negeseuon am bwysigrwydd cadw'n heini o'r oed ifancaf posib ac yn cael cyfleoedd dyddiol i fwynhau gweithgareddau corfforol mawr a man, y tu mewn ac yn yr awyr agored.

Mae Camau Bach yn credu mewn hybu Iechyd, Lles a Chynaliadwy gan ddefnyddio amrywiaeth o weithgareddau adnoddau a phrofiadau yn y cyn-ysgol a gymuned wrth weithio gyda mentrau lleol a chenedlaethol sydd yn gweld plant, theuluoedd a staff iachus, gweithredol a hapus.

Rhifau cyswllt perthnasol

Rhif ffôn Camau Bach: 01970 639655
Rhif ffôn Mudiad Meithrin: 01970 639639

Mae adroddiadau arolygu Arolygiaeth Gofal a Cymru (AGC) i'w gweld yng Nghamau Bach pe byddech yn dymuno.

Cyfeiriad a rhif ffôn swyddfa leol AGC yw:
Arolygiaeth Gofal a Cymru (AGC),
Rhanbarth De-orllewin Cymru,
Adeiladau'r Llywodraeth,
Heol Picton,
Caerfyrddin,
SA31 3BT.
Rhif ffôn: 0300 7900 126
Ffacs: 0872 437 7303
e-bost: agc.caerfyrddin@llyw.cymru

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Meithrinfa Camau Bach

SUMMARY OF CAMAU BACH POLICIES
(A full copy of the policies are available at Camau Bach)

Admissions
Camau Bach welcomes every child, whatever his/her needs, colour, race, religion, social class or family situation. Camau Bach conforms to the registration conditions as laid down by CIW regarding the number of children allowed in each room. The following is also taken into consideration when allocating places:

- Children who have been placed on the waiting list first
- Of these priority is given to those requiring full day care

Behaviour
Camau Bach aims to provide an environment based on clear, fair and consistent guidelines which promote a child's understanding of acceptable behaviour. Camau Bach believes that physical punishment of children is unacceptable and does not allow the use of this method of discipline. Camau Bach will ensure that every method of behaviour management that is used is appropriate for the age and level of development of the individual child. The nursery staff will ensure that there is consistency in the methods that are used from day to day and form person to person. In every case where a child's behaviour causes anxiety, the nursery staff will discuss the situation with parents/carers without delay and develop a combined plan of action to be used in the setting and in the home.

Equal Opportunities
Camau Bach seeks to ensure that all aspects of activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age culture or social class. This will include access to activities, equal treatment and respect towards each individual.

Child's Needs
Camau Bach is committed to providing appropriate support to each child who has special needs. Camau Bach will work in partnership with the local Referral Scheme and other relevant agencies to ensure help and support for the child and his/her family.

Child Protection
Camau Bach will protect all children in its care. Camau Bach believes that each child has the right to expect that adults caring for him/her will protect him/her from any harm. The happiness, safety and wellbeing of every child is important to Camau Bach.

Comments and Complaints
Camau Bach aims to provide a service of the highest quality in all aspects of its work. Views and comments from parents/carers about the provision is welcomed, so that the service may be improved if necessary. Any complaints will be dealt with in a constructive way as soon as possible. Any complaints/comments should be made to the nursery manager in the first instance. If a complaint is not resolved satisfactorily, contact should be made with the Responsible Individuals of the nursery.

Meithrinfa
Camau Bach

Leaving and collecting children

Camau Bach ensures that appropriate measures are put in place to leave and collect children safely. A note is made of each individual that is likely to collect the child and we ask the parents/carers to provide a picture of each person. It is essential that parents/carers inform Camau Bach, in writing if possible, of any changes in the collecting arrangements.

Healthy Eating and Keeping Fit Policy

Camau Bach nursery is part of the Healthy and Sustainable Pre-school Scheme which aims to promote the health and wellbeing of children, staff and families by making health improvement changes in the nursery which become part of the daily life of the setting. Work is done under seven health aspects: Nutrition and Oral Health, Physical Activity and Active Play, Mental and Emotional health, wellbeing and Relationships, Environment, Safety, Hygiene, Workplace Health and Wellbeing.

The nursery believes that meal times are an important aspect of its activities. Meal time offers children and staff a social time, and they help children to learn about healthy eating. The nursery aims to provide a nutritious breakfast, lunch and afternoon snack which will fulfil the children's individual dietary needs, and will meet all CSSIW's requirements regarding food and drink.

The nursery places emphasis upon ensuring that children receive messages about the importance of keeping fit and that they have daily opportunities to enjoy fine and gross physical activities, both indoors and in the open air.

Camau Bach believes in actively promoting health, wellbeing and sustainability using a range of activities, resources and experiences within the preschool setting and community by working with local and national initiatives, thus resulting in healthy, active and happy children, families and staff.

Relevant Contact Numbers

Camau Bach Telephone number: 01970 639655

Mudiad Meithrin Telephone number: 01970 639639

The Care Inspectorate Wales inspection reports are available to read at Camau Bach if you so wish.

Address and telephone number of the local CIW is:
Care Inspectorate Wales (CIW),
South West Wales Regi,
Government Buildings,
Picton Terrace,
Carmarthen,
SA31 3BT
Phone: 0300 7900 126
Fax: 0872 4377303
e-mail: ciw.carmarthen@gov.uk

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Meithrinfa Camau Bach

POLISI SALWCH /*SICKNESS POLICY*

Er lles pawb, ni dderbynnir eich plentyn i Camau Bach os yw ef/hi yn dioddef o unrhyw salwch heintus. Rhaid cymryd sylw o'r cyfnodau o absenoldeb a argymhellir isod mewn achosion o salwch.

In everyone's interest, Camau Bach will not accept any child whilst he/she is suffering from any infectious disease. Parents must observe the recommended periods of absence if their child is affected by illness – as outlined below:

Amser i ffwrdd o Gamau Bach gyda salwch/*Period of time away from Camau Bach with illness*

Salwch *Illness*	**24 awr/***hours*	**48 awr/***hours*	**72 awr/***hours*	**Dim symptomau** *No symptoms*	**Hollol iach** *Completely free*	**Penderfyniad y rheolwr** *Manager's discretion*
Llid y Coluddion/*Gastro-enteritis*					X	
Cyfogi/*Sickness*		X				
Dolur rhydd/*Diarrhoea*		X				
Anhwylder Llygaid/*Eye Disorders* **Llid yr amrannau/***Conjunctivitis*		X				
Frech Goch/*Measles*					X	
Clwy'r pennau/*Mumps*					X	
Y Frech Almaenig/*Rubella*					X	
Y Dwymyn Goch/*Scarlet Fever*					X	
Pâs/*Whooping Cough*					X	
Tarwden/*Ringworm*					X	
Tymheredd Uchel/*High Temperature*						X
Y Llindag/*Thrush*				X		
Llau Pen/*Head Lice*				X		
Annwyd/Common Cold						X
Impetigo					X	
Llid yr Ymennydd/*Meningitis*					X	
Y Crafu/*Scabies*					X	
Tonsilitis/*Tonsillitis*				X		
Haint yn y glust/*Ear Infection*				X		
Haint ar y frest/*Chest infection*				X		
Clwy wedi ei bwytho/*Stiched Wound*						X
Frech yr Ieir/*Chicken Pox*					X	

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Y Camau Nesaf

Diolch am ddarllen y pecyn wybodaeth hwn. Er mwyn sicrhau lle i'ch plentyn yn y feithrinfa, y peth cyntaf sydd angen i chi ei wneud yw dychwelyd y **Ffurflen Cadw Lle.**

Ar ol derbyn y ffurflen hon, bydd y feithrinfa yn cysylltu a chi er mwyn cadarnhau os yw'r feithrinfa yn medru cynnig y sesiynau a nodir gennych ar y Ffurflen Cadw Lle. Yn ogystal, os nad ydych eisoes wedi ymweld â'r feithrinfa, bydd modd trefnu adeg gyfleus i chi i wneud hynny.

Mis cyn i'ch plentyn cychwyn yn y feithrinfa, bydd angen i chi lenwi cyfres o ffurflenni er mwyn sicrhau bod yr holl wybodaeth berthnasol gan y feithrinfa ar ffeil mewn da bryd:

- Ffurflen Gofrestru
- Cytundeb
- Ffurflen Casglu Plant
- Ffurflen Wybodaeth am Anghenion eich Plentyn
- Ffurflen Caniatâd – mynd am dro, tost a llaeth, tynnu ffotogaffau, defnyddio eli haul, Gwefan Mudiad Meithrin a Facebook.

Ar ôl derbyn yr holl ffurflenni perthnasol bydd y feithrinfa yn trefnu 'sesiynau setlo' fel bod eich plentyn yn cael cyfle i ymgyfarwyddo â'r feithrinfa cyn ei ddyddiad cychwyn ffurfiol.

The Next Steps

Thank you for reading this information pack. In order to reserve a place for your child at the nursery the first thing that you need to do is return the ***Reservation Form.***

After receiving this form, the nursery will contact you in order to confirm as to whether the nursery is able to offer your child the sessions noted on the Reservation Form. Also, if you have not yet visited the nursery, a time which is convenient to you may be arranged.

A month before your child starts at the nursery, you will need to complete a series of forms in order to ensure that the nursery has all the relevant information on file in advance:

- Registration Form
- Contract
- Collection Form
- Information about your child's needs.
- Consent forms – going out for a walk, toast and milk, taking photographs, administer sun cream, Mudiad Meithrin's website and Facebook.

After all these forms have been returned, the nursery will then arrange 'settling in sessions' for your child so that he/she has an opportunity to be introduced to the nursery.

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