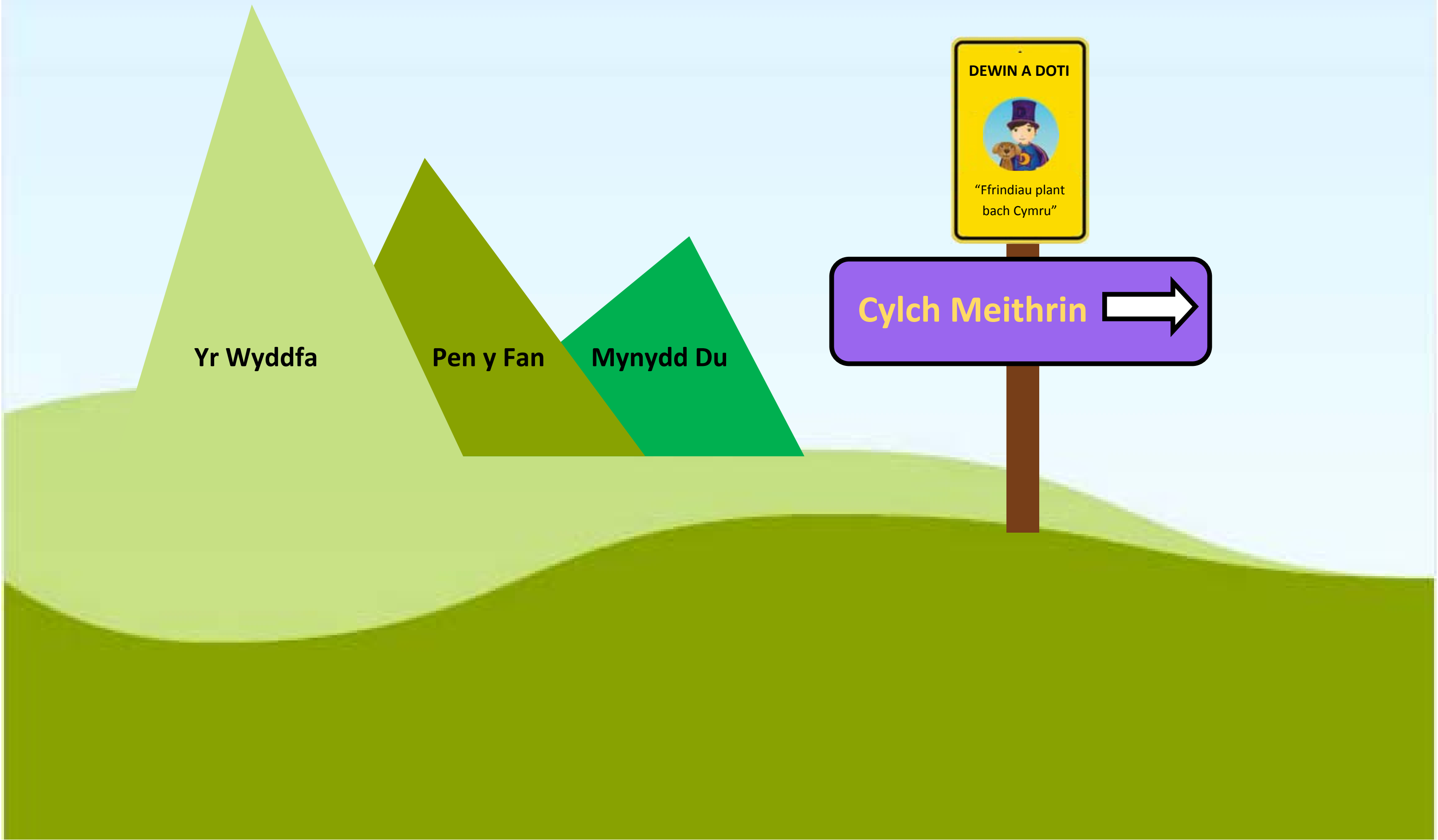
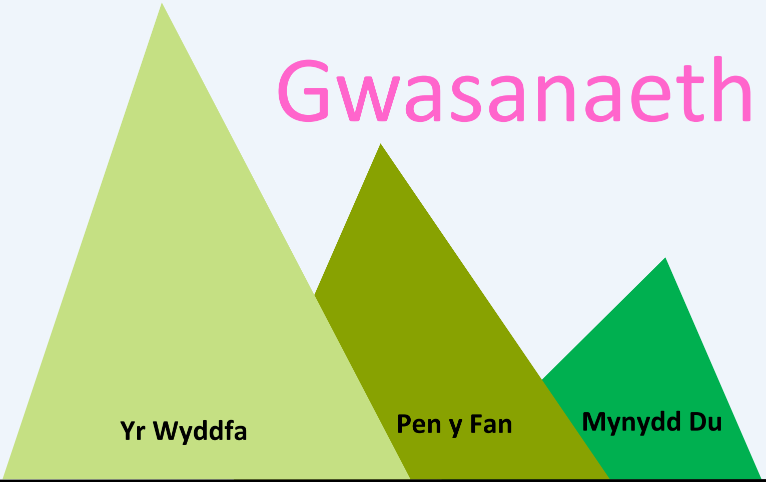
mudiad meithrin

arbenigwyr y blynyddoedd cynnar

Gwasanaeth Mudiad Meithrin



Gwasanaeth Mudiad Meithrin



Dyma wybodaeth am wasanaethau Mudiad Meithrin i chi. Fel y gwelwch, mae tri lefel gwahanol y gallwch ddewis sef cynllun **Mynydd Du**, cynllun **Pen y Fan**, a chynllun **yr Wyddfa**. Mae'r gwahaniaethau rhwng y tri chynllun yn cael eu hegluro isod. Mae angen i chi benderfynu pa gynllun gwasanaeth yr ydych yn dymuno ei ddewis a rhoi gwybod i ni yn Mudiad Meithrin erbyn Medi 30 2015.

Gwasanaeth Mudiad Meithrin	**Mynydd Du**	**Pen y Fan**	**Yr Wyddfa**
Cefnogaeth Swyddog Cefnogi penodol fydd yn darparu cymorth, cyngor, arweiniad a gwasanaeth bugeiliol	x	x	x
Cefnogaeth Tiîm o Swyddogion Cefnogi, Dirprwy Reolwr Talaith a Rheolwr Talaith yn yr ardal, fydd yn gallu darparu cyngor arbenigol ar ystod o bynciau	x	x	x
Cyfle i wneud cais i Gronfa Arloesi Mudiad Meithrin am grant	x	x	x
Grant cychwynnol ar gyfer unrhyw gylch sy'n cael ei sefydlu o'r newydd	x	x	x
Cyfle i wneud cais am grant argyfwng pan fo cylch mewn trafferthion ariannol	x	x	x
Mynediad at ystod eang o gyfleoedd hyfforddiant ffurfiol ac anffurfiol drwy academi	x	x	x
Gwahoddiad i fynychu cynadleddau/diwrnodau hyfforddiant	x	x	x
Gwahoddiad i gymorthfeydd cyffredinol lleol ar bynciau megis adnoddau dynol, cyllid, rheoli cylch	x	x	x
Ffolder Canllawiau Rheoli Cynhwysfawr	x	x	x
Cylchlythyr cynhwysfawr yn darparu gwybodaeth am ddatblygiadau yn y maes gofal plant, cyfleoedd codi arian, arfer dda	x	x	x

Gwasanaeth Mudiad Meithrin	Mynydd Du	Pen y Fan	Yr Wyddfa
Hybysebu gwasanaeth y cylch ar adran ‘Chwilio am Gylch’ Gwefan Mudiad Meithrin	x	x	x
Cyflenwad eang o adnoddau marchnata a chyhoeddusrwydd	x	x	x
Hysbysebu Swyddi ar wefan Mudiad Meithrin	x	x	x
Llyfrau Cofnodi Damweiniau, Digwyddiadau, Presenoldeb Ymwelwyr a Plant, Cyfrifon	x	x	x
Plac cydnabyddiaeth o fod yn aelod o Mudiad Meithrin a chyrhaeddiad ansawdd	x	x	x
Mynediad at E-lyfrgell Adnoddau Dysgu	x	x	x
Mynediad llawn at fewnrwyd Mudiad Meithrin	x	x	x
Cymorth i sefydlu'r cylch fel elusen	x	x	x
Yswiriant Eiddo (diogelwch yn erbyn colli neu difrod i eiddo)	x	x	x
Yswiriant Indemniad Cyhoeddus a Cyflogwyr	x	x	x
Yswiriant Cynnyrch	x	x	x
Yswiriant Colli Refeniw	x	x	x
Cyfle i ennill gwobr sy'n cydnabod llwyddiannau gwirfoddolwyr a chylchoedd o fewn amrywiol gategoriau	x	x	x
Gwasanaeth Gwiriad Diogelu a Gwahardd (DBS/CRB gynt) mewn lleoliad canolog o fewn yr ardal		x	x
Adnoddau Dysgu Amrywiol ar ffurf copi caled			x
Gostyngiad o 10% ar ffi hyfforddiant academi			x

Gwasanaeth Mudiad Meithrin	Mynydd Du	Pen y Fan	Yr Wyddfa
Gostyngiad o 10% ar ystod eang o adnoddau drwy Siop Dewin a Doti	x		
Gostyngiad o 12.5% ar ystod eang o adnoddau drwy Siop Dewin a Doti		x	
Gostyngiad o 15% ar ystod eang o adnoddau drwy siop Dewin a Doti			x
Yswiriant Diogelwch Cyfreithiol Masnachol		x	x
Yswiriant Indemniad Ymddiriedolwyr Elusen		x	x
Sefydlu'r cylch fel 'Sefydliad Corfforedig Elusennol'			x
Cost am 1 blwyddyn (Medi - Awst)	**£135**	**£205**	**£295**

Esboniad pellach am y gwasanaethau a gynigir

CEFNOGAETH GAN STAFF MUDIAD MEITHRIN

Cefnogaeth Swyddog Cefnogi

Bydd Swyddog Cefnogi penodol ar gael ar gyfer eich cylch fydd yn darparu cymorth, cyngor, arweiniad a gwasanaeth bugeiliol. Bydd y Swyddog yn :

- ymweld â chylch meithrin o leiaf unwaith pob hanner tymor i'r cylchoedd meithrin i arsylwi ar bob agwedd o fywyd y cylch ac i adnabod anghenion, heriau, pryderon ac arfer da.
- ymweld â chylchoedd Ti a Fi / meithrinfeydd dydd o leiaf unwaith pob tymor.
- ymateb i ymholiadau cyffredinol ar y ffôn a drwy e-byst.
- Mynychu cyfarfodydd achlysurol y pwyllgorau i ddarparu hyfforddiant anwytho ac annog rheolaeth dda o fewn y cylch.
- Bod yn rhan o broses penodi Arweinydd staff y cylch a bod yn rhan o banel penodi staff eraill pan fo angen.
- Helpu fel rhan o dîm i baratoi at arolwg (AGGCC/ Estyn/Cynllun Ansawdd y Mudiad).
- Fel rhan o dîm, datblygu ac ehangu gwasanaethau cylchoedd meithrin, cylchoedd Ti a Fi a datblygu darpariaethau newydd ble fo bylchau wedi ei hadnabod.

Cefnogaeth Tîm o Staff Taleithiol

Bydd modd i'r cylch dderbyn gwasanaeth estynedig gan Reolwyr Talaith, Dirprwy Reolwyr Talaith a Swyddogion Cefnogi eraill sy'n arbenigo ar y materion canlynol:

- Diogelu Plant
- Marchnata / Cyhoeddusrwydd
- Codi arian / Ymgeisio am nawdd
- Hyfforddi a Datblygu Staff
- Cynhwysiant
- Iaith / Dilyniant i Addysg Gymraeg
- Ti a Fi
- Adnoddau Dynol/Cyflogaeth
- Rheoli ac Arwain
- Ansawdd a Safon (AGGCC, Estyn, Dechrau'n Deg, Cynllun Ansawdd Mudiad Meithrin)
- Cyfnod Sylfaen
- Rheoli Busnes
- Cyllidol

CYMORTH ARIANNOL

Cronfa Grant Arloesi Mudiad Meithrin

Bydd cyfle i bob cylch wneud cais am grant. Bydd ystod o symiau ariannol a phecynnau cyfrifiadurol (gall gynnwys gliniadur, argraffydd, llechen/tabled neu dongl i gael mynediad i'r we) ar gael i gylchoedd meithrin drwy gystadleuaeth agored. Dyma beth fydd ar gael:

Gwerth y Grant	**Nifer o grantiau ar gael drwy Gymru**
£10,000	1
£5,000	2
£2,000	5
£1,000	10
£400	40
£150	66
Pecyn cyfrifiadurol gwerth £300	50

Grant Cychwynnol Mudiad Meithrin

Bydd cylchoedd Meithrin a Ti a Fi newydd yn derbyn grant cychwynnol o £200 i gylch Meithrin a £100 i gylch Ti a Fi. Pwrpas y grant yw cynorthwyo'r cylch i brynnu nwyddau ac adnoddau angenrheidiol ar gyfer sefydlu cylch o'r newydd.

Grant Argyfwng Mudiad Meithrin

Gall unrhyw gylch Meithrin sydd mewn argyfwng ariannol wneud cais am grant. Wrth gyflwyno'r cais bydd disgwyl i'r cylch gyflwyno cynlluniau byr a hir dymor sy'n cadarnhau cynlluniau sydd mewn lle i drawsnewid y sefyllfa ariannol. Grantiau unwaith yn unig yw'r grantiau hyn.

HYFFORDDIANT

Cyfleoedd i ymestyn sgiliau drwy academi

Bydd modd i'r cylch fanteisio ar gyfleoedd hyfforddi, datblygu a dysgu trwy academi Bydd prosbectws blynyddol yn cael ei gyhoeddi ym mis Medi yn darparu gwybodaeth am y cyfleoedd sydd ar gael. Bydd hefyd modd rhannu gwybodaeth a syniadau gyda holl gymuned Mudiad Meithrin drwy'r fewnrwyd. Bydd nifer o'r cyfleoedd ar gael ar-lein yn rhad ac am ddim.

Gostyngiad o 10% ar ffioedd hyfforddiant academi

Bydd llawer o'r hyfforddiant ar gael ar-lein yn rhad ac am ddim ond gall fod cost ynghlwm â rhai sesiynau hyfforddiant sy'n cael ei darparu mewn perthynas ag asiantaethau allanol e.e Cymorth Cyntaf.

Cynadleddau/diwrnodau hyfforddiant

Gwahoddir y cylchoedd i fynychu diwrnodau hyfforddiant fydd yn darparu gwybodaeth am waith y blynyddoedd cynnar, bydd gweithgareddau ymarferol a phecynnau adnoddau ar gael.

Cymorthfeydd lleol

Cyfle i'r cylchoedd fynychu sesiynau lleol i dderbyn cyngor ar amrywiaeth o faterion gan gynnwys rheoli staff, materion cyllidol, rheoli cylch, datblygu/materion busnes.

GWYBODAETH

Ffolder Canllawiau Rheoli

Ffolder sy'n darparu gwybodaeth gynhwysfawr ar bob elfen o reoli cylch meithrin. Mae gwybodaeth gyffredinol ar agweddau o waith cylch meithrin ynghyd ac atodiadau cynhwysfawr yn darparu gwybodaeth ar y canlynol:

- Cyfansoddiadau
- Trefnu a chynnal pwyllgorau
- 21 o bolisïau amrywiol sy'n cydymffurfio a gofynion deddfwriaethol a rheolaethol
- Ffurflenni a chanllawiau i rieni a staff y cylch ar elfennau iechyd a diogelwch, adnoddau dynol a chaniatâd gan rieni
- Pecyn penodi a chyflogi staff sy'n cynnwys disgrifiadau swyddi, canllawiau cyfweld a chytundebau cyflogaeth
- Gwybodaeth a thempledi ar gynnal asesiadau risg

Cylchlythyr tymhorol

Bydd Mudiad Meithrin yn danfon cylchlythyr tymhorol i bob cylch fydd yn darparu gwybodaeth ddefnyddiol e.e. datblygiadau yn y maes gofal plant, cyfleoedd codi arian, rhannu arferion da

MARCHNATA / CYHOEDDUSRWYDD

Hysbysebu gwasanaeth y cylch

Mae holl ddarpariaethau gofal plant Mudiad Meithrin yn cael ei hysbysebu ar ein gwefan trwy ddefnyddio'r dudalen 'chwilio am ofal plant'. Mae rhieni a darpar rieni yn gallu chwilio am wasanaeth ofal plant trwy ddefnyddio map rhyngweithiol. Mae manylion y cylch yn cael ei ddarparu i'r rhieni yn disgrifio'r gwasanaeth, amseroedd agor a manylion cyswllt. Mae hwn yn gyfle gwych i farchnata a hyrwyddo gwasanaeth y cylch.

Adnoddau marchnata a chyhoeddusrwydd

Mae cyflenwad eang o daflenni marchnata a chyhoeddusrwydd ar gael un ai gan y swyddogion cefnogi lleol, neu trwy gysylltu ag adran farchnata Mudiad Meithrin. Gellir hefyd farchnata unrhyw ddigwyddiadau yn y cylchoedd trwy anfon gwybodaeth i'r adran farchnata fel bod modd eu rhoi ar gyfrifon Twitter, facebook a gwefan y Mudiad

Hysbysebu Swyddi

Mae cyfle i hysbysebu unrhyw swydd wag ar safle swyddi Mudiad Meithrin. Hysbysebwyd 225 o swyddi llynedd a chafwyd 85,000 o ymwelwyr i'r wefan.

ADNODDAU

Llyfrau Cofnodi Damweiniau, presenoldeb a chyfrifon

Bydd copi caled o Lyfr Damweiniau/Digwyddiadau, Llyfr Ymwelwyr, Llyfr Cyfrifon a Chofrestr yn cael ei ddarparu i bob cylch.

Plac yn cadarnhau aelodaeth gyda Mudiad Meithrin

Bydd plac safonol yn cadarnhau bod y cylch yn aelod o'r Mudiad ac yn cydymffurfio â'r safonau disgwyliedig. Wrth gydymffurfio â'r safonau disgwyliedig mae pob cylch yn derbyn safon ansawdd efydd, bydd cyfle i ymgeisio am safon arian ac aur o dan gynllun ansawdd newydd Mudiad Meithrin.

E-lyfrgell Adnoddau Dysgu

Mae mynediad at filoedd o adnoddau amrywiol drwy fewnrwyd Mudiad Meithrin.

Gostyngiad adnoddau siop Dewin a Doti

Mae siop Dewin a Doti yn gwerthu ystod eang o adnoddau Cymraeg a dwyieithog sydd wedi ei dewis yn benodol fel rhai addas ar gyfer cylchoedd a rhieni. Cynigir gostyngiad i holl ddarpariaethau'r Mudiad yn ddibynnol ar lefel y gwasanaeth gyda Mudiad Meithrin, mae cynigion arbennig unigryw hefyd ar gael i'r cylchoedd yn rheolaidd.

Adnoddau Dysgu Amrywiol

Mae Mudiad Meithrin yn cynhyrchu amrywiaeth eang o adnoddau dysgu yn benodol at ddefnydd y cylchoedd. Byddant ar gael i'r cylch ar ffurf electroneg neu gopi caled yn ddibynnol ar lefel y gwasanaeth.

Y Fewnrwyd

Mynediad at adnodd cynhwysfawr tu hwnt yn darparu gwybodaeth ddefnyddiol i staff a phwyllgorau'r cylchoedd gan gynnwys dogfennau a gwybodaeth diogelwch data, rheoli staff, iechyd a diogelwch, iaith, marchnata ayyb

STRWYTHUR CYFREITHIOL

Sefydlu'r cylch fel elusen

Bydd pecyn gwybodaeth a chymorth ar gael i sefydlu'r cylch fel elusen gyda'r Comisiynydd Elusennol. Mae'n ofynnol i bob cylch sydd ag incwm o £5,000 neu fwy gofrestru fel elusen.

Sefydlu'r cylch fel 'Sefydliad Corfforedig Elusennol' ▲

Mae Mudiad Meithrin yn argymell bod pob cylch yn sefydlu eu hunain fel Sefydliad Corfforedig Elusennol, sydd yn wahanol i sefydlu fel elusen. Mae'r strwythur hwn yn rhoi mwy o ddiogelwch i ymddiriedolwyr ac aelodau Pwyllgorau, yn enwedig pe byddai'r cylch yn gorfod cau ac os fyddai'r cylch yn fethdalwr. Mae'r Mudiad yn cynnig gwasanaeth i sefydlu'r cylch o dan y drefn yma gyda Chomisiwn Elusennol. Bydd hyn yn cynnwys:

- pecyn sy'n cynnwys model o gyfansoddiad a'r ffurflenni hanfodol i'w cwblhau a'u harwyddo gan y Pwyllgor
- pecyn gwybodaeth sy'n darparu esboniad manwl o'r strwythur a sut i gydymffurfio i weithredu yn gywir
- hyfforddiant anwytho i'r Pwyllgor yn esbonio'r strwythur, y diogelwch mae'n ei gynnig a sut i gydymffurfio â'r gofynion blynyddol (e.e cyflwyno cyfrifon, awdit ar gyfrifon)

▲ Gwasanaeth Yr Wyddfa yn unig	▲ Gwasanaeth Pen y Fan a'r Wyddfa yn unig

YSWIRIANT

Yswiriant Indemniad Cyflogwr

Diogelwch yn erbyn anaf i gyflogeion gan gynnwys gwirfoddolwyr, hyfforddeion ayyb a/neu niwed i'w heiddo. Mae terfyn o £10,000,000 ar gyfer unrhyw un digwyddiad.

Yswiriant Indemniad Cyhoeddus

Diogelwch yn erbyn anaf i aelod o'r cyhoedd (unrhyw un nad yw'n gyflogai) a/neu niwed i'w heiddo. Mae terfyn o £5,000,000 ar gyfer unrhyw un digwydd a thaliad (excess) o £100 ar gyfer pob colled.

Yswiriant Indemniad Ymddiriedolwyr Elusen ▲

Indemniad yn erbyn colled ariannol o ganlyniad i weithred anghyfiawn ar ran ymddiriedolwr, llywodraethwr neu reolwr. Mae hyn yn cynnwys costau amddiffyniad i'r endid/ Mae terfyn indemniad o £100,000 ar gyfer unrhyw un digwyddiad mewn unrhyw un cyfnod yswirio. Mae taliad (excess) o £100.

Yswiriant Cynnyrch

Diogelwch yn erbyn anaf i'r cyhoedd (unrhyw un nad yw'n gyflogai) a/neu niwed i'w heiddo yn deillio o gynnyrch a gyflenwyd (e.e gwenwyn bwyd o frechdan mewn bore coffi). Mae terfyn o £5,000,000 ar gyfer unrhyw un digwyddiad mewn unrhyw un cyfnod yswirio. Mae taliad (excess) o £100 ar gyfer pob colled.

Yswiriant Colli Refeniw

Indemniad ar gyfer colled neu leihad mewn incwm o ganlyniad i golled niwed i eiddo e.e os oes tân neu lifogydd. Mae taliad (excess) o £100 ar gyfer pob colled.

Yswiriant Diogelwch Cyfreithiol Masnachol ▲

Costau cyfreithiol hyd at £100,000 wrth ddelio gydag anghydfod cytundeb, anghydfod cyflogaeth ac ymchwiliadau HMRC, gan gynnwys ffioedd proffesiynol. Mynediad at linellau cymorth cyfreithiol amrywiol.

Yswiriant Eiddo

(Taliad 'excess': £100)

- Diogelwch ar gyfer niwed i eiddo cyffredinol / addasiadau tenant: £30,000 swm yswirio-adeilad yn unig
- Adeiladau dros dro: £5,000
- Nwyddau cyfrifiadurol: £2,000 swm yswirio-adeilad yn unig
- Cyfrifiadur symudol (lap-top): £700 swm yswirio (diogelwch mewn unrhyw fan yn y DU)
- Arian:tu allan i oriau busnes arferol mewn sêff wedi ei gloi- £2,500
  tu allan i oriau busnes arferol ddim mewn sêff wedi ei gloi- £500
- Gwydr: diderfyn
- Cynhwysedd storio: £3,000 gan gynnwys nwyddau wedi ei storio mewn cynhwysedd wedi ei gloi

▲ Gwasanaeth Yr Wyddfa yn unig	▲ Gwasanaeth Pen y Fan a'r Wyddfa yn unig

ARALL

Gwobrau Mudiad Meithrin

Bydd pob cylch yn cael cyfle i dderbyn gwobr sy'n cydnabod llwyddiannau staff a gwirfoddolwyr cylchoedd o fewn amrywiol gategorïau. Bydd gwahoddiad i seremoni gwobrwyo flynyddol i dderbyn gwobr a chydnabyddiaeth.

Gwiriadau Diogelu a Gwahardd (DBS/CRB gynt)

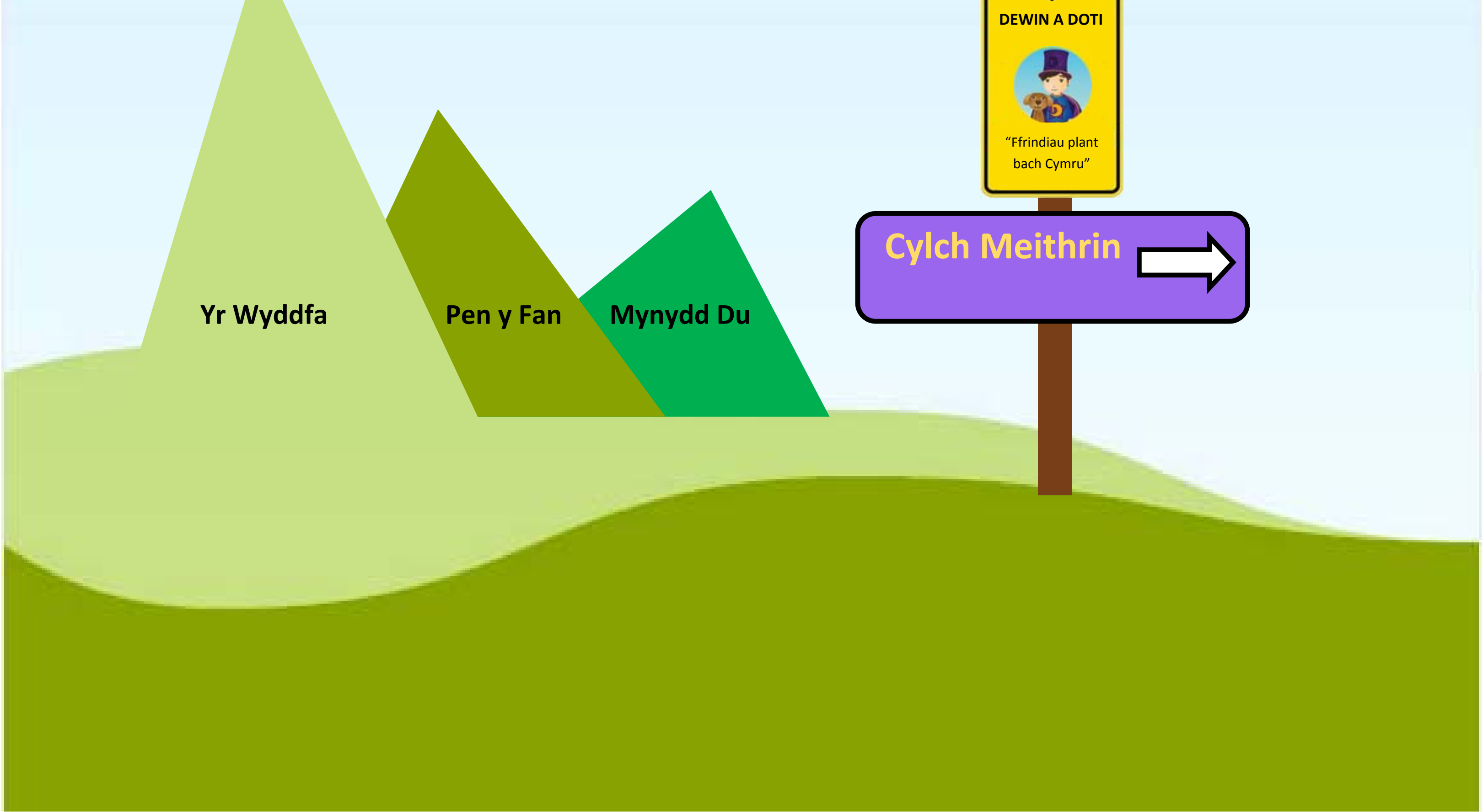
Mae modd i staff y cylch (ble nad yw’r gwiriad yn cael ei wneud gan AGGCC) dderbyn gwiriad GDG mewn lleoliad canolog o fewn yr ardal. Mae posib gwneud apwyntiad ar gyfer y gwiriad ymlaen llaw.

mudiad meithrin
arbenigwyr y blynyddoedd cynnar

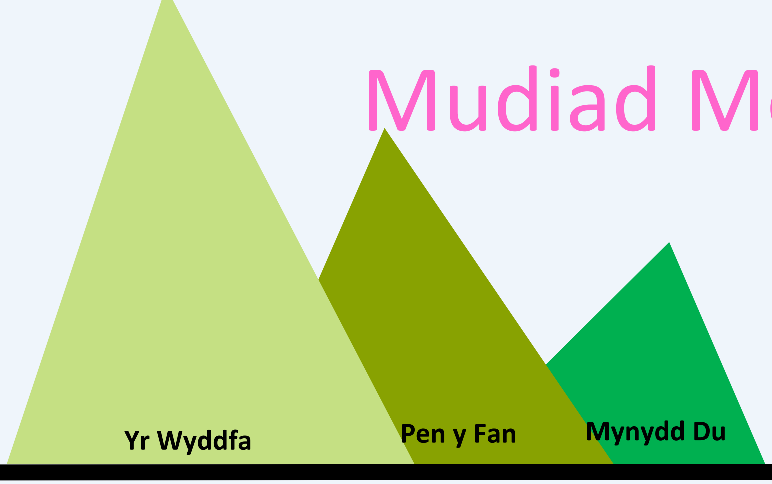
mudiad meithrin
arbenigwyr y blynyddoedd cynnar

Gwasanaeth Mudiad Meithrin

Mudiad Meithrin Services



Mudiad Meithrin Services



Included is information on the services offered by Mudiad Meithrin. As you can see, there are three different levels from which you can choose which are **Mynydd Du**, **Pen y Fan**, and **yr Wyddfa**. The differences between the three levels are explained below. You will need to decide on the level of service you require and let us know at Mudiad Meithrin by 30 September 2015.

Mudiad Meithrin Service	**Mynydd Du**	**Pen y Fan**	**Yr Wyddfa**
Support from a designated Support Officer that will offer support, advice, leadership and pastoral care	x	x	x
Support from a team of Support Officers, Deputy Regional Manager and Regional Manager within your area, who are able to provide specialist advice on a wide variety of subject areas	x	x	x
Opportunity to apply for a grant through Mudiad Meithrin's Innovation Fund	x	x	x
Start-up grant for any cylch that is established as a new provision	x	x	x
Opportunity to apply for an emergency grant if the cylch is facing financial difficulty	x	x	x
Access to a wide variety of formal and informal training opportunities through academi	x	x	x
Invitation to attend conferences/training days	x	x	x
Invitation to local support surgeries on a variety of subject areas such as human resources, finance, cylch Meithrin management	x	x	x
Comprehensive Management Guidelines Folder	x	x	x
Comprehensive newsletter providing information on developments in the early years, training opportunities, good practice	x	x	x

Mudiad Meithrin Service	Mynydd Du	Pen y Fan	Yr Wyddfa
Advertising the cylch on Mudiad Meithrin's 'Find a Cylch' section on the website	x	x	x
Wide supply of marketing and publicity resources	x	x	x
Job Vacancy advertising on Mudiad Meithrin's website	x	x	x
Accident Book, Incident Book, Visitors and Children's Register and Accounts Book	x	x	x
Plaque acknowledging membership of Mudiad Meithrin and quality achievement	x	x	x
Access to E-library of learning resources	x	x	x
Full access to Mudiad Meithrin intranet	x	x	x
Assistance to establish the cylch as a charity	x	x	x
Property Insurance	x	x	x
Public and Employers Liability Insurance	x	x	x
Product Liability Insurance	x	x	x
Loss of Revenue Insurance	x	x	x
An opportunity to be awarded with a recognition of the success of volunteers and cylchoedd within specific categories	x	x	x
Disclosure and Barring Verification Service (previously CRB) at a central location within the region.		x	x
Variety of learning resources—hard copy			x
10% reduction on academi training fees			x

Mudiad Meithrin Service	Mynydd Du	Pen y Fan	Yr Wyddfa
10% reduction on a wide variety of resources through Siop Dewin a Doti	x		
12.5% reduction on a wide variety of resources through Siop Dewin a Doti		x	
15% reduction on a wide variety of resources through Siop Dewin a Doti			x
Commercial Legal Protection Insurance		x	x
Charity Trustees Liability Insurance		x	x
Support to establish the cylch as a Charitable Incorporated Organisation			x
Cost for 1 year (September - August)	**£135**	**£205**	**£295**

Further explanation on the services offered

SUPPORT FROM MUDIAD MEITHRIN STAFF

'Support Officer' Support

A dedicated Support Officer will be designated to the cylch to provide support, advice, guidance and pastoral care. The Officer will :

- Visit the cylch meithrin at least once per half term to observe all the cylch's activities in order to recognise its needs, challenges, concerns and good practice.
- Visit cylchoedd Ti a Fi and Day Nurseries at least once every term.
- Respond to general enquiries via telephone and email
- Attend occassional Committee meetings to provide induction training and encourage good management within the cylch.
- Participate in the recruitment process for cylch Leader and attend the interview panel for other staff members as required.
- As part of a team, assist the cylch to prepare for inspection (CSSIW/Estyn/Mudiad Quality Scheme).
- As part of a team, develop and extend cylchoedd meithrin and cylchoedd Ti a Fi services, and develop new provisions where gaps have been identified.

Support from the Regional Team of Staff

The cylch will receive extended support from Regional Managers, Deputy Managers and other Support Officers that specialise in the following matters:

- Child Protection
- Marketing / Publicity
- Fundraising / grant applications
- Staff training and development
- Inclusion
- Language / Welsh education progression
- Ti a Fi
- Human Resources/Employment
- Leadership and Management
- Quality and Assurance (CCSIW, Estyn, Flying Start, Mudiad Meithrin Quality Assurance)
- Foundation Phase
- Business Management
- Financial

FINANCIAL SUPPORT

Mudiad Meithrin Innovation Grant Fund

There is an opportunity for each cylch to apply for a grant. There is a range of grants and computer equipment package (which can include a laptop, printer, tablet or dongle to access the internet) available through an open competitive process. This is what will be available:

Grant Value	Number of grants available throughout Wales
£10,000	1
£5,000	2
£2,000	5
£1,000	10
£400	40
£150	66
Pecyn cyfrifiadurol gwerth £300	50

Mudiad Meithrin Start-up Grant

New cylchoedd Meithrin and cylchoedd Ti a Fi will receive a start-up grant of £200 for cylchoedd meithrin and £100 for cylchoedd Ti a Fi. The purpose of this grant is to assist the cylch to purchase the necessary equipment and offer when establishing a new provision.

Mudiad Meithrin Emergency Grant

Any cylch Meithrin which is facing financial difficulties can apply for an emergency grant. When applying the cylch will be expected to present the short and long term plan that confirms the proposed schemes to change the financial situation of the cylch. These grants are awarded once only.

TRAINING

Opportunities to increase skills through academi

The cylch will be able to take advantage of training, development and learning opportunities through academi. An annual prospectus will be available in September providing information on the available training opportunities. There will also be an opportunity to share ideas and information with all of Mudiad Meithrin's community through the intranet. Many of these opportunities will be available on-line free of charge.

10% reduction on academi training fees

There will be many training opportunities available on-line free of charge but some training sessions that are delivered in conjunction with external partners may carry a cost e.g. First Aid.

Conferences/training days

The cylchoedd will be invited to attend training days that will provide information on the early years, which will include practical workshops and resource packs.

Local Advice Surgeries

An opportunity for the cylchoedd to attend local sessions to receive advice on a variety of matters including staff management, financial matters, cylch managements, business development/issues.

INFORMATION

Management Guidelines Folder

Folder that provides comprehensive information on all the elements of cylch meithrin management. It includes general information on all aspects of a cylch meithrin’s work in addition to comprehensive appendices providing information on the following:

- Constitutions
- Arranging and conducting committees
- 21 various policies that comply with legislative and statutory requirements
- Forms and guidelines for parents and cylch staff on elements of health and safety, human resources and parental consent
- Recruitment and Employment of staff Pack which includes job descriptions, interview guidelines and employment contracts
- Information and templates on assessing risk

Termly Newsletter

Mudiad Meithrin will send each cylch a termly newsletter which will include useful information e.g. development in early years and childcare, fundraising opportunities, examples of good practice etc.

MARKETING / PUBLICITY

Advertising the services of the cylch

All Mudiad Meithrin childcare provisions are advertised on our website through the ‘Find a Cylch’ page. Parents and prospective parents can search for a childcare provision through using an interactive map. The cylch details are provided describing the services offered by the cylch, opening times and contact details. This is a fantastic opportunity to market and publicise the cylch.

Marketing and Publicity resources

An extensive supply of marketing and publicity leaflets are available through your local Support Officer or by contacting Mudiad Meithrin’s marketing department. Cylchoedd can also advertise any local events by sending information to the marketing department to include on Mudiad Meithrin’s facebook and twitter accounts.

Job vacancy advertising

There is an opportunity to advertise any job vacancy on Mudiad Meithrin’s Jobs site. 225 job vacancies were advertised last year with 85,000 visitors accessing the website.

RESOURCES

Accident, attendance and accounts Books

A hard copy of Accident and Incident books, Visitors Book, Accounts Book and Register will be supplied to each cylch meithrin.

Plaque acknowledging membership of Mudiad Meithrin

A high standard plaque confirming that the cylch is a member of Mudiad Meithrin and conforms with the required standards. Each cylch meithrin will automatically receive a bronze standard and has the opportunity to apply for a silver and gold standard.

Learning Resources E-library

Access to thousands of various resources are available through Mudiad Meithrin's intranet.

Discount on Siop Dewin a Doti resources

Siop Dewin a Doti sells a wide variety of Welsh and bilingual resources that have been selected as being specifically suitable for cylchoedd and parents. A discount is offered to all Mudiad Meithrin cylchoedd dependant on the service level selected, there is also regular exclusive special offers available to cylchoedd.

Variety of Educational Resources

Mudiad Meithrin produce a variety of educational resources for cylchoedd. They are available on an electronic format or as a hard copy dependent on the level of service.

The Intranet

This is a very useful resources providing useful information for cylchoedd staff and committees including documents and information on data protection, staff management, health and safety, language, marketing etc.

LEGAL STRUCTURE

Establishing the cylch as a charity

There is an information pack and support available to establish the cylch as a charity with the Charity Commission. It is a requirement for each cylch with an income in excess of £5,000 to register as a charity. See below for explanation of the difference between Charity and Charitable Incorporated Organisation.

Establishing the cylch as a Charitable Incorporated Organisation ▲

Mudiad Meithrin recommends that each cylch establishes itself as a Charitable Incorporated Organisation, which is different to a Charity. The structure provides more protection for trustees and committee members, especially if the cylch had to close and if the cylch was insolvent. Mudiad offers a service of establishing the cylch under this structure with the Charity Commission, this includes:

- pack which includes constitution model and essential forms that needs to be completed and signed by the Committee.
- information pack that provides detailed explanation of the structure and the expectation for correct compliance.
- induction training for the Committee which provides explanation on the structure, the safety it provides and how to comply with the requirements (e.g. annual account, accounts audit)

▲ Yr Wyddfa Service only   ▲ Pen y Fan and Wyddfa Service only

INSURANCE

Employers Liability Insurance

Indemnity for injury to employees including volunteers, work experience etc. and/or damage to their property. Limit of Indemnity: £10,000,000 Maximum Any One Occurrence

Public Liability Insurance

Indemnity for injury to members of the public (anyone other than employees) and / or damage to their property. There is a £5,000,000 limit of Indemnity Maximum any one occurrence and an excess of £100 in respect of each and every loss

Charity Trustee Liability Insurance ▲

Indemnity for financial losses incurred as a result of a wrongful act on the part of a trustee, governor or manager. Including defence costs incurred by the "entity". There is a £100,000 limit of indemnity any one event and in total in any one period of insurance and an excess of £100.

Product Liability Insurance

Indemnity for injury to members of the public (anyone other than employees) and / or damage to their property resulting from products supplied (i.e. food poisoning from a sandwich at a coffee morning). There is a £5,000,000 limit of indemnity any one event and in total in any one period of insurance and an excess of £100 in respect of each and every loss.

Loss of Revenue Insurance

Indemnity to members for loss of or reduction in income resulting from a Property Damage loss, i.e., if there is a fire or flood. An excess of £100 applies in respect of each and every loss

Commercial Legal Protection Insurance ▲

Legal costs up to £100,000 when dealing with Contract Disputes, Employment Disputes and HMRC Investigations, including Professional Fees incurred, plus access to various Legal Helplines.

Property Cover

(Excess: £100)

- General Contents/ Tenants Improvements: £30,000 Sum Insured – Premises only
- Temporary Buildings: £5,000
- Computer Equipment: £2,000 Sum Insured – Premises only
- Laptop Computers £700 Sum Insured (All Risks cover any where in the UK)
- Money: Out of Business Hours in locked safe - £2,500
- Out of Business Hours not in locked safe - £500
- Glass: Unlimited
- Storage containers: £3,000 including contents within locked container

▲ Yr Wyddfa Service only

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OTHER

Mudiad Meithrin Recognition Award

Each cylch will have the opportunity to receive an award that recognises the success of staff and volunteers, nominations will be within specific categories. Successful nominees will be invited to an annual awards ceremony to receive an award and recognition.

Disclosure and Barring Verification (DBS/previously CRB)

Staff (where the verification is not completed by CSSIW) can receive a DBS verification in a central location within the region. It is possible to make an appointment for this to be completed.

mudiad meithrin
arbenigwyr y blynyddoedd cynnar