

Llawlyfr i rien; Handbook for parents



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Cyfeiriad / Address:

Meithrinfa Pitian Patian
Ty Hen
Llanwnda
Caernarfon
Gwynedd
LL54 5SD
01286 831155
e-bost / e-mail:
pitianpatian@btconnect.com

Dyddiau agor ac amseroedd:

Opening days and times:

Llun - Gwener
7.30 - 6 yh

Monday - Friday
7.30 - 6pm

Croeso

Croeso i chwi ach plentyn/plant i Feithrinfa Pitian Patian. Gobeithiwn y bydd y llyfryn hwn yn rhoi darlun or hyn yr ydym yn ei gynnig yn y Feithrinfa i chwi.

Polisi'r Feithrinfa yw mae Cymraeg yw cyfrwng pob gweithgaredd er fod y staff yn ddwyieithog ac yn ceisio siarad â'r plant yn ei mam iaith.

Welcome

Welcome to you and your child/children to Pitian Patian Nursery. We hope this booklet will give you an idea of what we offer at the Nursery.

The Nursery's policy is that Welsh is the medium of all it's activities, although all staff are bilingual, and communicate with the children in their own language when possible.

Oriau Agor

Llun – Gwener, 7.30yb – 6yh

Gobeithiwn fod yr oriau yma yn cyrraedd eich anghenion. Bydd pob plentyn yn cael ei ollwng o'r Feithrinfa i bersonau a enwir ar y ffurflen gofrestru gan y rhieni/gwarchodwyr yn unig.

Opening Hours

Monday – Friday, 7.30am – 6pm

We hope that these hours meet your needs. Children will only be released from the care of the Nursery to named individuals, named on the registration form by you as parents/guardians only.

Mynediad

Rydym yn cydymffurfio â gofynion 'Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru' ynglyn â'r nifer o blant a'i hoedran sydd yn cael mynychu'r Feithrinfa ar yr un adeg. Mae partneriaeth â rhieni yn bwysig i ni gan mai chi yw'r person pwysicaf ym mywyd eich plentyn/plant. Mae cyd-weithio fel fîm yn hanfodol bwysig i sicrhau datblygiad a hapusrwydd eich plentyn.

Nifer ac oedran y plant

Gallwn gynnig gofal i hyd at 50 o blant 4 mis hyd 4 oed. Mae croeso i rieni alw neu ffonio'r Feithrinfa unrhyw adeg. Cynnigir 2 sesiwn amser 'setlo mewn', cyn i'r plentyn cychwyn yn y Feithrinfa.

Un aelod o staff i:

1 i 3 = o dan 2 oed

1 i 4 = 2-3 oed

1 i 8 = dros 3 oed.

Admission

We conform to the 'Care and Social Services Inspectorate Wales' registration conditions regarding the number of children admitted and their ages. Parental partnership is important to us as you are the most important persons in your child's life.

Working together as a team is vital for your child's development and happiness.

Number & ages of children cared for

We cater for up to 50 children, 4 months up to school admission age. Parents are welcome to visit or call the Nursery at any time. New parents have the opportunity to bring their child into the Nursery for 2 sessions as a settling in period before their child starts at the Nursery.

One member of staff to:

1 for 3 = under 2 years

1 for 4 = 2-3 years

1 for 8 = over 3 years

Gweithgareddau ac adnoddau

Bydd gweithgareddau'r Feithrinfa yn cael eu selio ar thema penodedig amrywiol pob tymor. Fel rhieni gallwch gyfrannu drwy rannu syniadau, cynnig adnoddau neu offer addas sydd gennych.

Mae gweithgareddau yn y Feithrinfa yn dilyn y Cyfnod Sylfaen ar meysydd dysgu canlynol: Iaith, llythrennedd a sgiliau cyfathrebu, mathemategol, personol a chymdeithasol, creadigol, corfforol, gwybodaeth a dealltwriaeth o'r byd, a gwybodaeth am hil ac amlddiwilliant.

Mae gennym pump ystafell bwrpasol i'r plant, un ar gyfer babanod 4 mis - 1 oed un i babanod 1 oed - 2 oed, a tair ystafell i plant 2 oed i 4 oed. Mae toiledau pwrpasol i'r plant yn cynnwys toiled i'r anabl. Ceir mynediad didrafferth i'r adeilad. (hwylus i gadair olwyn). Yn yr ystafelloedd mae llefydd ar wahan i'r plant cael mynd i gysgu, mae cots yma a gwllau bach.

Anghenion Arbennig

Mae'r Feithrinfa yn ymrwymo i roi sylw dyladwy i bob plentyn ag anghenion arbennig. Sichrheir partneriaeth rhwng y Feithrinfa a'r rhieni/gwarchodwyr, ac asiantaethau stadudol a gwirfoddol lleol a chenedlaethol, gan gynnwys cydweithio ag unrhyw sefydliad addysgol sydd neu fydd yn darparu ar gyfer y plentyn.

Activities and resources

The day to day activities of the Nursery follow themes, these are changed every term. As parents you can contribute by sharing ideas or offer any relevant materials that you may have. All activities will be following the Foundation Stage and the desirable outcomes as follows:

Language, literacy and communication skills, mathematical development, personal and social, creative and physical development, knowledge and understanding of the world, and race and multicultural understanding.

We have five rooms, one for the babies 4 months - 1 year, 1 years - 2 years, and 3 separate rooms for children age 2 to 4 years. Entry into the building is unrestricted (suitable for wheelchair). We have suitable toilets for the children including disabled toilets. In the Nursery we have a variety of large and small toys, games, computer, quiet corner, craft corner and role play.

We have cots for the babies and small beds for the older children who may need a nap.

Special Needs

The Nursery is committed to give due attention to every child with special needs. A partnership will be secured between the Nursery and the parents/carers, statutory agencies, local and national voluntary agencies, including working with any educational establishment that is or will provide for the child.

Staffio

Bydd y cwmni yn sicrhau fod y staff a benodir a threfniadau staffio yn cydymffurfio â gofynion cofrestru A.G.G.C.C.

Rydym yn ymdrechu i sicrhau fod gan bob aelod o staff sydd yn cael ei apwyntio gymwysterau mewn gofal plant a phrofiad perthnasol, a byddwn bob amser yn cynnig hyfforddiant pellach a chysiau perthnasol i'r staff.

Bydd y staff yn gwneud pob ymdrech i sicrhau fod eich plentyn/plant yn setlo yn y Feithrinfa yn fuan ac yn hapus yma. Mae gen pob ystafell goruwchwyliwr.

Rydym yn sylweddoli fod anghenion pob plentyn yn newid ac yn datblygu'n rheolaidd, rydym yn ymrwymo i sicrhau fod ein darpariaeth yn cyrraedd ei gofynion. Rydym yn parchu'r pwysigrwydd o gyfrinachedd ym mhob agwedd.

Rydym yn cylogi cogyddes llawn amser sy'n darparu prydau ffres yn ddyddiol i'r plant. Trefnir y fwydlen mewn rota 4 wythnos.

Staffing

The company will ensure that all staff appointed and the staffing arrangements conform to the CSSIW registration requirement. We endeavour to ensure that every member of staff appointed have qualifications in child care and education, and relevant experiences. We will always offer training that is relevant. You can be rest assured that the staff will make every effort to ensure that your child settles in at the nursery quickly and happily. Every room has a supervisor. We acknowledge that your child's needs change and develop continually. We are committed to ensuring that our provision meets his/her needs and we respect the principle of confidentiality in all aspects.

We employ a full time cook who cooks and prepares fresh, homemade food daily for the children. The menu works on a 4 week rota.

Gweithio mewn partneriaeth â rhieni

Mae staff y Feithrinfa yn gweithio mewn partneriaeth a rhieni er mwyn cyrraedd anghenion eich plentyn. Sicrheir fod pob rhiant/gwarchodwr yn cael pob gwybodaeth ynglyn ac arferion gofal plant. Rhennir gwybodaeth â rhieni ynglyn a beth mae ei plentyn/plant wedi ei gyflawni yn ystod y dydd yn y Feithrinfa gan gynnwys unrhyw wybodaeth o bwys neu newidiadau mewn ymddygiad.

Rydym yn cydnabod a pharchu eich prif gyfrifoldeb am eich plentyn/plant.

Rydym yn ymwybodol o'r angen i breifatrwydd a chadw gwybodaeth ynglŷn a theuluoedd a phlant yn gyfrinachol.

Working in partnership with parents

The Nursery staff work in partnership with parents to meet the needs of your children. Parents are kept fully informed about our routines and child care practices. Details are shared with parents about what their child/children have achieved during the day and any significant event or change in their behaviour. We recognise and respect your primary responsibility for your child.

We are aware of the need to maintain privacy and confidentiality about matters concerning families and children.

Arferion

Mae staff y Feithrinfa yn gweithio'n agos â rhieni i sicrhau eich bod yn cael eich cynnwys ym mhob agwedd o weithgareddau eich plentyn a bod gwybodaeth yn cael ei gadw o'i dd/datblygiad.

Rhoddir/cynigir gwybodaeth reolaidd i rieni ynglŷn â gweithgaredd a ddarperir ar gyfer y plant e.e. drwy luniau, samplau o'u gwaith, murluniau a chylchlythyrau. Trefnir nosweithiau agored yn flynyddol.

Mae croeso i rieni/gwarchodwyr ymweld â'r Feithrinfa i weld yr adnoddau sydd ar gael. Byddem yn ddiolchgar pe byddech yn trefnu ymweliad ymlaen llaw gyda'r Rheolwraig. Ein nôd yw rhoi cyfle i bob plentyn fanteisio ar bob cyfle, cynigiwn bob cyfle a chefnogaeth i'r plentyn a'i deulu a sicheuw'n fod pob unigolyn yn cael yr un cyfle (cyfle cyfartal).

Routines

Staff work closely with parents in ensuring that you are involved in all of your child/children's activities and records are kept of their developments.

Regular information is provided for parents about activities provided for the children for example, through wall displays, photographs and examples of their work and newsletters. Parents/guardians are welcome to visit the Nursery to see the facilities available. However, we would be grateful if you could arrange any visit in advance with the Manager.

Our aim is to give every child whatever his/her needs, the opportunity to benefit from every chance and that each individual is given the same respect.

Cofrestru eich plentyn

Gofynir i chi dalu blaendal o £50 wrth gofrestru er mwyn sicrhau lle. Fydd hwn yn cael ei roi nôl i chi pam fydd eich plentyn yn gorffen. Ni chaiff ei ad-dalu os byddwch yn tynnu'n ôl.

Registering your child

You are required to pay a deposit of £50 when registering in order to secure his/her place. This will be paid back to you once your child has left. This payment will not be reimbursed if you decide to cancel.

Trefn Canmol a Chwyno

Croesawn eich sylwadau ar ein gwaith fel y gallwn gynnig y gwasanaeth gorau bob amser. Ond os oes gennych gwyn neu bryder dylid ei fynegi i'r Rheolwraig neu gyda'r Pesonau Cofrestredig neu gyda A.G.G.C.C. ar y rhif ffôn canlynol: 01286 662300, Swyddfa Ranbarthol Gogledd Orllewin Cymru, Penrallt, Caernarfon, Gwynedd, LL55 1EP.

Compliments and Complaints Procedures

We welcome your comments on our work so that we can offer the best service. But if you should have any complaints, these should be passed onto the Manageress or the registered persons or the C.S.S.I.W. on 01286 662300, North Wales Regional Office Government Buildings, Penrallt, Caernarfon, Gwynedd, LL55 1EP.

Polisiau

Mae gennym yr holl bolisiau sydd yn cydymffurfio a chofrestriad yr A.G.G.C.C ac mae croeso i chi ei darllen yn swyddfa y Feithrinfa drwy neud apwyntiad.

- **Meddyginiaeth**
- **Cyfle Cyfartal**
- **Ymddygiad**
- **Amddiffyn Plant**
- **Trefn Cwyno**
- **Anghenion Arbennig**

Policies

The Nursery has all policies that conform with the C.S.S.I.W's registration. You are welcome to read these in the Nursery's office by appointment.

- **Medication**
- **Equal Rights**
- **Behaviour**
- **Child Protection**
- **Complaints Procedure**
- **Special Needs**

