

# Cylch Meithrin & Ti a Fi LLANHARI



**CSSIW Registered**

## **Operational Handbook 2014 - 2015**

Created February 2014

# Introduction

Cylch Meithrin Llanhari has recently opened as is operating within the community of Llanhari within the Ysgol Llanhari School premises with the aim of promoting Welsh language to children in support of a bi-lingual upbringing.

We run a successful parent and toddler session within the school, allowing parents to socialise and children to gain awareness of their surroundings.

The service primarily supports YGG Llanhari, however support for transition is offered to all feeder schools.

Our group is managed by a Registered Person and a voluntary committee who supports us with fundraising activities and events which are often parents using the service.

# Our Vision

Our vision for Children is:

- To always put children and young people first, helping them to achieve their potential
- To work in partnership with children and their families within our diverse community
- To work effectively with other services to ensure the best outcomes for children and young people in line with current legislations.

# Our Promise (Company Values)

- P = Partnership** Working with partners to put children first.
- R = Respecting** Listening and communicating with children, young people, their families and their community
- O= Opportunities** Development within the organisation, both professional & voluntary
- M = Motivation** Investing, valuing and developing staff to support good practice, exploring their individuality and meeting statutory regulations.
- I = Innovation** Constantly seeking new approaches to improve facilities to provide a quality setting to service users.
- S = Sharing** Sharing our achievements, acknowledging contributions and celebrating success with all service users and professional organisations.
- E = Excellence** Aiming to excel in all that we do and working in a professional manner.

# Overview of the Group

We are based at the Old Caretakers Cottage within the school grounds which has been converted for nursery use to high standard to provide a range of services for children, their families and the local community.

## Opening Times

The setting will operate day-care for children aged 2 years and over from 8.00 – 4.30pm for 39 weeks of the year should this required.

The setting will also provide sessional care twice daily and includes a provision for 16 Flying Start children who will access either a morning or afternoon session. Times will be 9am – 11.30am and 12.15pm – 2.45pm for 42 weeks of the year.

A wrap-around provision within the New Nursery building located at the school for 2 sessions daily for children aged 3 years and over from 9am – 12pm and 12.15pm – 3.15pm.

## Core Services

- Care and education for up to 19 children from 2 years of age.
- Extended 3 year old care care within the school for up to 27 children
- Staff trained to support children with special educational needs and/or disabilities and we also provide additional support if necessary through advocacy services.
- Ti a Fi sessions every Tuesday from 9.30 until 11.29 with **Leanne Thomas.**

## Community Services

- A variety of services operate within the community and details of these are located on the outdoor notice board or within the school foyer.

## Snacks

A variety of healthy daily snacks are provided for your child, including water and milk. A snack menu is available on the notice board.

## Settling In

Once a placement has been offered it is suggested that you and your child visits the premises. This will allow you to meet the staff, view the playroom and talk through any questions or concerns you may have regarding your child's transition.

## Parking

Parking is available behind the nursery, but please be thoughtful of school children. A pram store is also available on site.

## Rules & Regulations

The parents 'quick view' handbook gives you a list of setting rules and regulations relating to illness, toileting and general information. Copies are issued with the registration pack.

# Structure of the setting

Children's safety and development is of the utmost importance to us and we ensure that daily opportunities to develop in all areas of learning are promoted through planning in line with the foundation phase curriculum and assessment framework named 'A Developing Child'. (Full Details available on the Welsh Assembly Government Website)

The aims and outcomes of this framework is to encourage children to learn through first hand experiential activities where they can practice and consolidate their learning, play with ideas, experiment, take risks, solve problems, and make decisions individually, in small and in large groups. The development of children's self-image and feelings of self-worth and self-esteem are at the core of this phase

The Foundation Phase curriculum aims to excite and stimulate children's learning, improve their attainment and to secure the best possible start for all children in Wales. It aims to provide a learning continuum in all areas of learning and development and flexibility to meet the diverse needs of all children. The curriculum aims to help children learn and develop their thinking skills and to acquire positive attitudes towards lifelong learning.

The setting layout is prepared to maximise space allowing flexibility and full usage of all resources to enhance learning experiences. During a standard session, staff will work closely with children in small and larger groups assessing and attending to their needs.

Our playroom has a large number of toys to allow for varied play both indoors and outdoors.

## Our Aims

- To provide a caring, quality environment with extended experiences for your child
- To expand your child's mathematical experiences and language skills through play
- To encourage children to explore their emotions, become confident with their identity and how special they are and gain life skills, self esteem and self worth.
- To help develop knowledge and understanding of the world and to celebrate and explore the diverse and cultural world around us.
- To enhance creativity and physical skills through interaction in an environment that offers equal opportunities for all users.

## Our Objectives

- To provide a safe and stimulating environment
- To encourage each child to develop and experience new opportunities
- To promote positive self esteem and encourage confidence through play
- To encourage each child to develop friendships and interact with peers and friends
- To encourage appropriate independence, and gain essential skills and increased language abilities in readiness for the next big step into mainstream school

Our staff is dedicated to providing for your child's needs and understand the special world of childhood and a child's need for personal loving care.

# Staffing

Operational Manager & Registered Person – Lisa Thomas (SENCO & Safeguarding Officer)

- Trained to level 5 in childcare and management and trained in supporting early identification and the assessment of children with special needs. Lisa also provides in-house training as a qualified tutor in first aid, child protection and SEN Code of Practice.

Setting Leader – Sian Paul (Safeguarding, SENCO Deputy)

- Level 5 CCLD. She is caring, considerate and creative. Sian compliments the group with a level headed approach to problem solving, experience in play and a natural flair for helping children to develop. Sian will also be the Deputy SENCO & Safeguarding Officer.

Leader (Extended Care) – Chantel Roderick (Health & Safety Officer)

- Completing her level 5 CCLD. Chantel remains a focused individual and develops herself productively within all areas of childcare. She has natural flair for developing a child's communication skills and encourages individuality to promote a strong sense of self.

Deputy & Childcare Assistant – Ioan Paul

- CCLD Level 3, Ioan is both flamboyant and confident working with children developing their independence, imagination and motor skills using a variety of physical and mathematical approaches. He is a very caring individual and passionate about working with children.

Assistant – Jen Gudgeon

- Training towards her CCLD level 3, Jen is caring and quiet and strives to develop solid foundations for children's well-being. Her calming nature allows children to feel welcomed and relaxed. Her creative talents, provides an array of visual stimulation and opportunities

Student Assistant – Danielle

- Training towards her CACHE level 2 she is keen to gain experience in working with children and dedicated in her attitude towards supporting their individual needs.

Student Assistant – Shannon Holt

- Training towards her CACHE level 2 she is keen to gain experience in working with children and dedicated in her attitude towards supporting their individual needs.

TI A FI Leader – Leanne Thomas

- Working towards her level 3 in childcare, Leanne has set up our parent and toddler sessions to operate within the school on a weekly basis. The sessions are well attended and her passion for care and development is evident in both her bubbly nature and her endless enthusiasm in supporting both children and parents.

Students working towards childcare qualifications are occasionally located within the setting. Please see notice board for information.

Cylch sessions are arranged where staff are given opportunities to work in various groups we complete observations focusing on strengths and achievements to review the next step forward to aid your child's development. Staff absences are covered by using deputy support and bank staff or DBS checked volunteers, any concerns may be directed to the person in charge, who will deal with your concerns professionally and promptly.

# The Committee

The Committee provides a range of services including:

- Fundraising
- Grant Applications
- Community link with the Parents Teacher Association to support the school.

Current Members are: Leanne Thomas, Suzanne Lloyd , Tess Williams and Teleri Jones

The new fundraising committee have been proactive in marketing the group and providing fundraising opportunities to further promote the setting.

## Policies & Procedures

We have various policies and procedures in operation to ensure that your children are safeguarded whilst in our care details are available - Please ask for details

## Targets and Objectives for Llanhari 2014

What is required	Target	(Support)
To prepare and plan for Registration	February 2014	All staff
Develop an internet presence and homepage to maximize paper reduction.	Ongoing	Staff/ Committee/ School
Develop and work towards our Cylch Rhagorol	February 2015	All
Develop an awareness of the outdoor environment and provide safe access	April 2014	LT, Staff & School
Develop the environment displays and planning	Ongoing	LT & All staff
To develop strong partnerships within the community	Ongoing	All

**Objective 1:** Identify a clear policy and procedures file with appropriate risk assessments

**Objective 2:** Prepare planning in line with Advisory Teachers

**Objective 3:** Organise fundraising events with committee and invite parents to support us

**Objective 4:** Developing effective measures to support future development and sustainability

**Objective 5:** Access relevant Flying Start training to improve staff skills.

## Compliments & Complaints

In the foyer you will find a copy of our comments and compliments book. Please feel free to write about any positive experiences that you have had relating to the setting or its staff members.

We have a formal complaints procedure that is available to all persons and can be emailed by request.

Should you wish to discuss your concerns, please speak to the Lisa Thomas or Sian Paul or a member of the team will be happy to deal with your enquiry.

Please ask staff for a complaints form if necessary.

We also have a list of advocacy agencies that can also support you in relation to your complaint, please ask for details.

Alternatively, you may email or leave your details with a member of staff and we will contact you within 3 working days.