



Wibli Wobli Nursery

Statement of Purpose

LEGAL ENTITY	Wibli Wobli Nursery Ltd Company no. 13980536
RESPONSIBLE INDIVIDUAL	Molly Necrews (Nursery Manager)
PERSON IN CHARGE	Molly Necrews (Nursery Manager)
NAME OF SERVICE	Wibli Wobli Nursery
ADDRESS OF SERVICE	Oak House, Vaughan Court, Newport, NP10 8BD
CONTACT DETAILS	post@wibliwobli.co.uk 01633328970

ABOUT US

Our mission statement : At Wibli Wobli nursery we seek to nurture and inspire all our children to learn and grow through language and play. We have four key elements :

- We love language – all activities are carried out in Welsh and staff should use Welsh to communicate to each other and to the children during operating hours. We promote the many benefits of language learning and not only Welsh language and identity but languages and cultures from around the world.
- We love play – we recognise that young children learn best when they are engaged and having fun. Staff work together to provide an enriching and child inspired curriculum that promotes learning through play. We combine a structured learning program with free independent play.
- We love our planet – we aim to be an environmentally friendly and sustainable business and involve the children in activities that promote caring for nature and the planet.
- We love well-being – we want our staff, children and parents and carers to feel valued and for children to feel safe, secure and happy and healthy in both body and mind.

Aims and objectives

- To provide an immersive Welsh medium childcare service and promote the Welsh language and identity
- To promote the benefits of language learning generally and learn about different languages and cultures from around the world

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- To support Welsh language in the community by creating employment for Welsh speakers and using Welsh language products and services where possible
- To promote Welsh medium education and liaise with local Welsh medium schools
- To promote learning and development through play
- To cater for each child's individual needs and growth
- To provide a child inspired structured learning program alongside free independent play
- To provide a loving atmosphere where children feel safe and secure
- To provide a homely and happy environment which is both calming and stimulating
- To run an environmentally friendly and sustainable business
- To teach children the importance of caring for the planet and involve them in activities that promote the environment, nature and saving the planet
- To promote exercise and outdoor play
- To promote healthy eating and a love for food
- To promote a growth mindset in children and encourage them to be unique, resilient, connected and curious
- To provide the children with a highly trained and valued team of staff
- To encourage and provide staff with ongoing training and development to ensure that children are receiving the highest standard of care
- To work in partnership with parents and carers at all times
- To liaise with other professionals in the best interests of the child
- To promote inclusivity and equal opportunities for all individuals regardless of race, religion, gender and ability.

OUR CHILDREN

At Wibli Wobli nursery we welcome children and families from all nationalities and regardless of gender, culture, religion or special needs.

The main nursery setting is registered to provide care for 100 children aged 0 – 5 years, divided into the following areas :

0-1 years : 12 children
1-2 years : 18 children
2-3 years : 30 children
3-5 years : 40 children

Staff ratios are maintained at all times and all children are allocated a key worker.



OUR SERVICE

Individual Care of Children

We seek to nurture all children to learn and grow through language and play. We recognise that to achieve this objective a tailored approach is needed as each child is unique and has individual needs, abilities and interests.

We tailor our service to the children's requirements and in order to provide the best possible care that each child requires, an assessment will be completed through pre-visits, settling in sessions and enrolment forms. Each child is allocated a key worker who will work with the child and their parents and carers to provide tailored care.

We require information regarding allergies, dietary requirements, medication, additional needs and any other relevant details at the registration process so that we can cater accordingly.

Equality and Inclusivity

We are an inclusive service and welcome children from all backgrounds and regardless of gender, culture, religion or ability. We welcome children with special or additional needs, and if needed, we will seek to train staff to ensure the standard of care required is met.

We also promote equality, diversity and inclusivity at all times across all aspects of the business. We apply this philosophy to all staff, children, parents and carers and third parties who are all to be treated with respect, listened to, consulted and included as appropriate.

Communication with parents and carers

We encourage parents and carers to be included in the process and work in partnership with parents and carers at all times to ensure the best quality care for their child.

We use a childcare app in order to update parents and carers on a daily basis of children's progress, routines, events and any accidents or incidents. In the case of any accidents or incidents we will also consult the parents and carers directly in order that they acknowledge and sign the relevant forms and retain a copy for inspection.

LANGUAGES

Our main language is Welsh. We are hugely passionate about the many benefits of language learning and a key part of our service is providing day care through the medium of Welsh. All our staff are Welsh speaking and all activities are carried out in Welsh.



We also promote Welsh in the economy by creating employment for Welsh speakers and supporting other Welsh language businesses by using their products and services where possible.

As well as celebrating the Welsh language and Welsh identity, we love to learn about different languages and cultures around the world and this is an important part of our learning program.

OPENING HOURS

Wibli Wobli nursery is open Monday to Friday 7:30am to 6pm. We are closed at weekends, statutory bank holidays and a one week period over the Christmas Holidays.

Late collection procedure. If a child is not collected after 30 minutes has been allowed for lateness our late collection procedure will be followed. Staff ratios must be maintained and, if out of normal operating hours, two staff members must stay behind with the child. A late payment fee is charged if the child remains uncollected for the operational costs of caring for the child outside their normal nursery hours.

OUR STAFF

Wibli Wobli nursery implements and adheres to a strict recruitment and suitable person policies and procedures for all new staff it engages. All staff will have Enhanced DBS and two current references.

Our staff are highly valued and considered part of the nursery family. Staff are highly trained and subject to continuing professional development and supported with training and development opportunities.

Qualifications of staff :

- All senior staff are qualified to level three in childcare and education and have or are working towards level five in child care and education.
- All nursery practitioners are qualified or are working towards level three in child care and education.

We welcome apprenticeships, student placements and training opportunities for Welsh speakers that are keen to pursue a career in child care at Wibli Wobli nursery. Apprentices, students and volunteers that are not yet qualified to level two in childcare are a valuable asset to the setting but they will never be left unsupervised or counting towards the staff ratio.



Domestic and office staff all undertake Enhanced DBS checks and may have daily contact with the children but will not be left with the children.

Staff ratios are :

0-2 years : 1 member of staff to 3 children

2-3 years : 1 member of staff to 4 children

3-5 years : 1 member of staff to 8 children

To operate the nursery effectively staff are fully trained to implement our policies and procedures on a regular basis and there is a clear structure in place for staff to communicate. Regular staff meetings take place to discuss operations as well as any concerns and feedback.

- The Nursery Manager reports to the Nursery Owner.
- The Deputy Manager / Room Leaders report to the Nursery Manager
- Nursery Practitioners and Students / Volunteers / Apprentices / Agency Staff report to their Room Leader

If there is a concern raised about the person they are reporting to they can report to the individual above (e.g. a nursery practitioner can report their concern about their room leader to the Deputy Manager). A meeting can be requested on a 1:1 basis and a room is available for this purpose.

OUR PROVISION

We provide full day care for babies (0-1 and 1-2 years), toddlers (2-3 years) and preschoolers (3-5 years). Sessions are either a half day 8am-1pm or 1pm-6pm or a full day 8am-6pm. Parents and carers can pay an additional sum for a 7:30am start. Prices are displayed on the nursery website.

We are registered as a provider of the 30 hours Childcare Offer. We are offering education hours. We can also provide a wrap-around service to local schools and in particular Welsh medium schools subject to interest.

All nursery meals are provided on site and home made by our nursery cook. Fruit and water are also available throughout the day.

An example of a daily routine is as follows :

8:00 - 9:00 Greet parents - Breakfast time

9:00 - 9:15 Welcome group time

9:15 - 10:00 Free play - Free flow inside and outside

10:00 - 10:30 Rolling snack

10:30 - 11:00 Free flow inside and outside

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11:00 - 11:45 Physical activities
11:45 - 12:30 Lunchtime
12:30 - 2:00 Quiet time and goodbye to our morning children
2:00 - 2:15 Rolling snack - Free flow inside and outside
2:15 - 3.30 Group Activities
3:15 - 3:45 Physical Activity
3:45 - 4:15 Tea time
4:15 - 5:00 Story time - Free-Play - Get ready for home-time
5:00 - 6:00 Greet parents - Home time

Facilities

The main nursery setting is in Units 1 and 3 of Oak House, Vaughan Court, Newport, NP10 8BD. On the ground floor (Unit 1) care takes place for Toddlers (2-3 years) and Pre school (3-5 years). On the first floor (Unit 3) care takes place for Babies (0-2 years). The offices, storage and visitor welcome area is situated upstairs in Unit 3 of the same building. There are separate toilets for staff and visitors located in the communal areas on both floors, including baby changing facilities downstairs. The nursery has a secure door where parents have to buzz in. Staff can enter using a key code.

On entry to the Unit 1 area of the nursery you walk into the main greeting area for the children. The nappy room for the toddlers is to the right and as you walk straight ahead you come to the Toddler demise, This is made up of three rooms. Main play area, Sensory/Sleep Room and Dining room for the 2-3 children.

Pre school is at the back end of Unit 1 where they have a large playroom and free flow access to the garden via a door at the end of the room. They also have their own dining room which is attached to the kitchen area downstairs.

All toddlers and pre school children have access to the toilets downstairs.

As you walk into the baby floor we have a large welcome area with the kitchen to the left, the next room to the left is our baby changing and storage rooms for the floor. We then walk into the main playroom for children ages 1-2, they also have access to a large sleep room which is attached to their room. Through to the other side of the 1-2's room we have a 0-1's room which has a main play area and two cot rooms attached to their main room.

There is ample free parking for staff and free parking for parents to drop off their children on site. An outdoor area with exclusive access for the children will be installed imminently.

We also have a lovely garden area for exclusive use by nursery children which is split into two areas, these two areas are for Preschool and toddlers (Main garden area) and Babies have



access to the smaller padded floored garden area. Our Garden has a large mud kitchen, reading nook, Investigation and construction areas. We also have large planters where the children grow their own produce. We also allow children to explore through arts and crafts in the garden. We promote physical development outside with our own balancing beams and bikes.

Outings and Activities

Children follow a daily routine and curriculum-based plan (with a new topic introduced every 3 months) which fully complies with the New Curriculum for Wales and provides a stimulating and engaging environment for the children.

We will offer a number of activities within the nursery through both free play and structured play and organised activities for example circle time. We will also look to bring in additional activities from outside providers to give children different opportunities (see our Visitors Policy), in particular those who can provide services through the medium of Welsh– such as Kidslingo French and Spanish, Sparklab Cymru science for toddlers and Urdd sports.

Outings – we will take the children on regular outings so that they can benefit from experiences in the local area. For example the local park, local nursing home and shops. See our Visits and Outings Policy.

TERMS AND CONDITIONS

We aim to work with parents and carers in partnership where possible (see our Parents and Carers as Partners Policy). We set out our agreement with parents and carers in our Terms and Conditions document. This includes details of payment terms and fees, our obligations and expectations, illness, safeguarding, admissions, settling-in and collection arrangements.

Parents and carers are provided with a Welcome Pack on registering their child in the nursery which includes our policies and procedures or where to access these, important information and a copy of the signed Terms and Conditions, Child Registration Forms and other relevant permission forms.

Communication is made about daily routines, incidents and events through our parent app and on occasions as and when appropriate via other means such as telephone, email or in person. We also provide regular updates on our website blog (www.wibliwobli.co.uk) and social media accounts (Twitter @wibli_wobli / Instagram @wibli.wobli / Facebook @wibliwoblinursery).

COMPLAINTS



Wibli Wobli nursery has a comprehensive complaints procedure that refers to informal, formal and concurrent complaints. This is made available to view by parents and carers in their welcome documentation on registration and by staff in their induction book. A copy is also available on our website.

We welcome all feedback both good or bad and request feedback regularly from both parents and carers and staff.

It is important to us that any concerns or issues are communicated immediately. This can be reported to any member staff that will log the information and report to the person in charge. This will then be investigated and appropriate action will be taken. All parties will be kept informed of action taken and the end outcome.

CIW will be informed of any serious complaint and will be informed of the outcome. CIW can be contacted directly by service users to express views and inform them about a complaint. CIW contact details are:

Care Inspectorate Wales
Welsh Government
Sarn Mynach
Llandudno Junction
LL31 9RZ

Phone : 0300 7900 126
Email : CIW@gov.wales

EMERGENCIES

Upon discovering a fire or other emergency that would cause us to leave the building immediately, the person who discovered it must calmly raise the alarm by pressing the nearest Manual Call Point.

They then must immediately evacuate the building under guidance of the Nursery Manager and following the evacuation procedures. Our emergency evacuation procedures are clearly displayed in the premises and explained to new members of staff, visitors, volunteers and parents. Please ask to see our Fire Safety and Emergency Evacuation Procedure for more information.

REVIEW



This Statement of Purpose will be reviewed annually, or sooner when new legislation comes into force or new circumstances apply that could lead to a change in our service.

We will inform the CIW of any changes to our service wherever practicable at least 28 days before the change is due to take place.



Meithrinfa Wibli Wobli

Datganiad o Ddiben

ENDID CYFREITHIOL	Wibli Wobli Nursery Ltd Cwmni Rhif. 13980536
UNIGOLYN GYFRIOL	Molly Necrews (Rheolwr Meithrinfa)
PERSON Â GOFAL	Molly Necrews (Rheolwr Meithrinfa)
ENW'R GWASANAETH	Meithrinfa Wibli Wobli
CYFEIRIAD Y GWASANAETH	Ty Derwen, Cwrt Vaughan, Casnewydd, NP10 8BD
MANYLION CYSWLLT	post@wibliwobli.co.uk 01633328970

AMDANOM NI

Ein datganiad cenhadaeth : Ym meithrinfa Wibli Wobli rydym yn ceisio meithrin ac ysbrydoli ein holl blant i ddysgu a thyfu trwy iaith a chwarae. Mae gennym bedair elfen allweddol:

- Rydyn ni'n caru iaith – cynhelir pob gweithgaredd yn Gymraeg a dylai staff ddefnyddio'r Gymraeg i gyfathrebu â'i gilydd ac â'r plant yn ystod oriau gweithredu. Rydym yn hyrwyddo manteision niferus dysgu ieithoedd ac nid yn unig yr iaith Gymraeg a hunaniaeth ond ieithoedd a diwylliannau o bob rhan o'r byd.
- Rydyn ni'n caru chwarae – rydyn ni'n cydnabod bod plant ifanc yn dysgu orau pan maen nhw'n ymgysylltu ac yn cael hwyl. Mae staff yn gweithio gyda'i gilydd i ddarparu cwricwlwm cyfoethog sy'n cael ei ysbrydoli gan y plentyn sy'n hyrwyddo dysgu trwy chwarae. Rydym yn cyfuno rhaglen ddysgu strwythuredig gyda chwarae annibynnol rhydd.
- Rydyn ni'n caru ein planed – rydyn ni'n anelu at fod yn fusnes cynaliadwy ac amgylcheddol gyfeillgar a chynnwys y plant mewn gweithgareddau sy'n hybu gofalu am natur a'r planed.
- Rydyn ni'n caru lles – rydyn ni am i'n staff, plant a rhieni a gofalwyr deimlo eu bod yn cael eu gwerthfawrogi ac i blant deimlo'n ddiogel, yn hapus ac yn iach yn y corff a'r meddwl.

Nodau ac amcanion

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- Darparu gwasanaeth gofal plant trochi cyfrwng Cymraeg a hyrwyddo'r iaith Gymraeg a hunaniaeth
 - Hyrwyddo manteision dysgu ieithoedd yn gyffredinol a dysgu am wahanol ieithoedd a diwylliannau o bob rhan o'r byd
 - Cefnogi'r Gymraeg yn y gymuned drwy greu cyflogaeth i siaradwyr Cymraeg a defnyddio cynnyrch a gwasanaethau Cymraeg lle bo modd
 - Hyrwyddo addysg cyfrwng Cymraeg a chysylltu ag ysgolion cyfrwng Cymraeg lleol
-
- Hyrwyddo dysgu a datblygiad trwy chwarae
 - Darparu ar gyfer anghenion a thwf unigol pob plentyn
 - Darparu rhaglen ddysgu strwythuredig wedi'i hysbrydoli gan y plentyn ochr yn ochr â chwarae annibynnol rhydd
 - Darparu awyrgylch cariadus lle mae plant yn teimlo'n ddiogel
 - Darparu amgylchedd cartrefol a hapus sy'n tawelu ac yn ysgogol
-
- Rhedeg busnes ecogyfeillgar a chynaliadwy
 - Dysgu plant am bwysigrwydd gofalu am y blaned a'u cynnwys mewn gweithgareddau sy'n hybu'r amgylchedd, natur ac achub y blaned
-
- Hyrwyddo ymarfer corff a chwarae yn yr awyr agored
 - Hyrwyddo bwyta'n iach a chariad at fwyd
 - Hyrwyddo meddylfryd twf mewn plant a'u hannog i fod yn unigryw, yn wydn, yn gysylltiedig ac yn chwilfrydig
-
- Darparu tîm o staff hyfforddedig a gwerthfawr iawn i'r plant
 - Annog a darparu hyfforddiant a datblygiad parhaus i staff er mwyn sicrhau bod plant yn cael gofal o'r safon uchafHyrwyddo ymarfer corff a chwarae yn yr awyr agored
-
- Gweithio mewn partneriaeth â rhieni a gofaluwr bob amser
 - Cydgysylltu â gweithwyr proffesiynol eraill er lles y plentyn
 - Hyrwyddo cynhwysiant a chyfle cyfartal i bob unigolyn waeth beth fo'i hil, crefydd, rhyw a gallu.

EIN PLANT

Ym meithrinfa Wibli Wobli rydym yn croesawu plant a theuluoedd o bob cenedl a beth bynnag eu rhyw, diwylliant, crefydd neu anghenion arbennig.

Mae'r prif leoliad meithrin wedi'i gofrestru i ddarparu gofal i 100 o blant 0 – 5 oed, wedi'i rannu i'r meysydd canlynol:



0-1 oed: 12 o blant
1-2 oed: 18 o blant
2-3 oed: 30 o blant
3-5 oed: 40 o blant

Cynhelir cymarebau staff bob amser a neilltuir gweithiwr allweddol i bob plentyn.

EIN GWASANAETH

Gofal Unigol o Blant

Ceisiwn feithrin pob plentyn i ddysgu a thyfu trwy iaith a chwarae. Rydym yn cydnabod bod angen dull wedi'i deilwra i gyflawni'r amcan hwn gan fod pob plentyn yn unigryw a bod ganddo anghenion, galluoedd a diddordebau unigol.

Rydym yn teilwra ein gwasanaeth i ofynion y plant ac er mwyn darparu'r gofal gorau posibl sydd ei angen ar bob plentyn, bydd asesiad yn cael ei gwblhau trwy rag ymweliadau, sesiynau setlo a ffurflenni ymrestru. Neilltuir gweithiwr allweddol i bob plentyn a fydd yn gweithio gyda'r plentyn a'i rieni a'i ofalwyr i ddarparu gofal wedi'i deilwra.

Mae arnom angen gwybodaeth am alergeddau, gofynion dietegol, meddyginiaeth, anghenion ychwanegol ac unrhyw fanylion perthnasol eraill yn y broses gofrestru fel y gallwn ddarparu ar eu cyfer yn unol â hynny.

Cydraddoldeb a Chynhwysiant

Rydym yn wasanaeth cynhwysol ac yn croesawu plant o bob cefndir, waeth beth fo'u rhyw, diwylliant, crefydd neu allu. Rydym yn croesawu plant ag anghenion arbennig neu ychwanegol, ac os oes angen, byddwn yn ceisio hyfforddi staff i sicrhau bod safon y gofal sydd ei angen yn cael ei fodloni.

Rydym hefyd yn hyrwyddo cydraddoldeb, amrywiaeth a chynwysoldeb bob amser ar draws pob agwedd ar y busnes. Rydym yn cymhwyso'r athroniaeth hon i'r holl staff, plant, rhieni a gofalwyr a thrydydd parti sydd i gyd i gael eu trin â pharch, y gwrandewir arnynt, yr ymgynghorir â hwy a'u cynnwys fel y bo'n briodol.

Cyfathrebu â rhieni a gofalwyr

Rydym yn annog rhieni a gofalwyr i gael eu cynnwys yn y broses ac yn gweithio mewn partneriaeth â rhieni a gofalwyr bob amser i sicrhau gofal o'r ansawdd gorau i'w plentyn.

Rydym yn defnyddio ap gofal plant er mwyn diweddarau rhieni a gofalwyr yn ddyddiol am gynnydd plant, arferion, digwyddiadau ac unrhyw ddamweiniau neu ddigwyddiadau. Yn achos



unrhyw ddamweiniau neu ddigwyddiadau byddwn hefyd yn ymgynghori'n uniongyrchol â rhieni a gofalwyr er mwyn iddynt gydnabod a llofnodi'r ffurflenni perthnasol a chadw copi i'w archwilio.

IEITHOEDD

Ein prif iaith yw Cymraeg. Rydym yn angerddol iawn am fanteision niferus dysgu iaith ac mae darparu gofal dydd trwy gyfrwng y Gymraeg yn rhan allweddol o'n gwasanaeth. Mae ein holl staff yn siarad Cymraeg a chynhelir pob gweithgaredd yn Gymraeg.

Rydym hefyd yn hyrwyddo'r Gymraeg yn yr economi drwy greu cyflogaeth i siaradwyr Cymraeg a chefnogi busnesau Cymraeg eraill drwy ddefnyddio eu cynnyrch a'u gwasanaethau lle bo modd.

Yn ogystal â dathlu'r Gymraeg a hunaniaeth Gymreig, rydym wrth ein bodd yn dysgu am wahanol ieithoedd a diwylliannau o gwmpas y byd ac mae hyn yn rhan bwysig o'n rhaglen ddysgu.

ORIAU AGOR

Mae meithrinfa Wibli Wobli ar agor o ddydd Llun i ddydd Gwener rhwng 7:30yb a 6yh. Rydym ar gau ar benwythnosau, gwyliau banc statudol a chyfnod o wythnos dros wyliau'r Nadolig.

Trefn casglu hwyr. Os na chaiff plentyn ei gasglu ar ôl i 30 munud gael ei ganiatáu ar gyfer bod yn hwyr, bydd ein trefn casglu hwyr yn cael ei dilyn. Rhaid cynnal cymarebau staff ac, os y tu allan i oriau gweithredu arferol, rhaid i ddau aelod o staff aros ar ôl gyda'r plentyn. Codir ffi taliad hwyr os na fydd y plentyn yn cael ei gasglu ar gyfer costau gweithredol gofalu am y plentyn y tu allan i'w oriau meithrin arferol.

EIN STAFF

Mae meithrinfa Wibli Wobli yn gweithredu ac yn cadw at bolisiâu a gweithdrefnau recriwtio a pherson addas ar gyfer yr holl staff newydd y mae'n eu cyflogi. Bydd gan bob aelod o staff DBS Uwch a dau eirfa cyfredol.

Mae ein staff yn cael eu gwerthfawrogi'n fawr ac yn cael eu hystyried yn rhan o deulu'r feithrinfa. Mae'r staff wedi'u hyfforddi'n dda ac yn amodol ar ddatblygiad proffesiynol parhaus a chânt eu cefnogi gan gyfleoedd hyfforddi a datblygu.

Cymwysterau staff:



- Mae'r holl staff uwch yn meddu ar gymwysterau lefel tri mewn gofal plant ac addysg ac mae ganddynt neu maent yn gweithio tuag at lefel pump mewn gofal ac addysg plant.
- Mae'r holl ymarferwyr meithrin yn gweithio tuag at lefel tri mewn gofal ac addysg plant.

Rydym yn croesawu prentisiaethau, lleoliadau myfyrwyr a chyfleoedd hyfforddi i siaradwyr Cymraeg sy'n awyddus i ddilyn gyrfa ym maes gofal plant ym meithrinfa Wibli Wobli. Mae prentisiaid, myfyrwyr a gwirfoddolwyr nad ydynt eto wedi cymhwyso i lefel dau mewn gofal plant yn ased gwerthfawr i'r lleoliad ond ni fyddant byth yn cael eu gadael heb oruchwyliaeth nac yn cyfrif tuag at y gymhareb staff.

Mae staff domestig a swyddfa i gyd yn cynnal gwiriadau DBS Manwl ac efallai y byddant yn dod i gysylltiad dyddiol â'r plant ond ni fyddant yn cael eu gadael gyda'r plant.

Cymarebau staff yw:

0-2 oed : 1 aelod o staff i 3 o blant

2-3 oed : 1 aelod o staff i 4 o blant

3-5 oed : 1 aelod o staff i 8 o blant

Er mwyn gweithredu'r feithrinfa'n effeithiol mae'r staff wedi'u hyfforddi'n llawn i weithredu ein polisiâu a'n gweithdrefnau yn rheolaidd ac mae strwythur clir yn ei le i'r staff gyfathrebu. Cynhelir cyfarfodydd staff rheolaidd i drafod gweithrediadau yn ogystal ag unrhyw bryderon ac adborth.

- Mae Rheolwr y Feithrinfa yn adrodd i Berchennog y Feithrinfa.
- Mae'r Dirprwy Reolwr / Arweinwyr Ystafell yn adrodd i Reolwr y Feithrinfa
- Mae Ymarferwyr Meithrin a Myfyrwyr / Gwirfoddolwyr / Prentisiaid / Gweithwyr asiantaeth yn adrodd i'w Harweinydd Ystafell

Os oes pryder yn cael ei godi am y person y mae'n adrodd iddo, gallant adrodd i'r unigolyn uchod (e.e. gall ymarferydd meithrin adrodd ei bryder am arweinydd ei ystafell i'r Dirprwy Reolwr). Gellir gofyn am gyfarfod ar sail 1:1 ac mae ystafell ar gael i'r pwrpas hwn.

EIN DARPARIAETH

Rydym yn darparu gofal dydd llawn i fabanod (0-1 ac 1-2 oed), plant bach (2-3 oed) a phlant cyn oed ysgol (3-5 oed). Sesiynau yw hanner diwrnod 8yb-1yh neu 1yh-6yh neu ddiwrnod llawn 8yb-6yh. Gall rhieni a gofalwyr dalu swm ychwanegol i ddechrau am 7:30yb. Dangosir y prisiau ar wefan y feithrinfa.



Rydym wedi cofrestru fel darparwr y Cynnig Gofal Plant 30 awr a byddwn yn gweithredu fel Lleoliad Addysg Blynyddoedd Cynnar o fis Medi 2024. Gallwn hefyd ddarparu gwasanaeth cofleidiol i ysgolion cyfrwng Cymraeg sy'n destun diddordeb.

Darperir holl brydau'r feithrinfa ar y safle wedi'u coginio gan gogyddes ein meithrinfa. Mae ffrwythau a dwr hefyd ar gael trwy gydol y dydd.

Mae enghraifft o drefn ddyddiol fel a ganlyn:

8:00 - 9:00 Cyfarch rhieni - Amser brecwast
9:00 - 9:15 Croeso amser grŵp
9:15 - 10:00 Chwarae rhydd - Llif rhydd y tu mewn a'r tu allan
10:00 - 10:30 Byrbryd rholio
10:30 - 11:00 Llif rhydd y tu mewn a'r tu allan
11:00 - 11:45 Gweithgareddau corfforol - Cynorthwydd plentyn yn paratoi ar gyfer cinio
11:45 - 12:30 Amser Cinio
12:30 - 2:00 Amser tawel a hwyl fawr i'n plant boreol
2:00 - 2:15 Byrbryd rholio - Llif rhydd y tu mewn a'r tu allan
2:15 - 3.30 Gweithgareddau Grŵp
3:15 - 3:45 Gweithgarwch Corfforol
3:45 - 4:15 Amser te
4:15 - 5:00 Amser stori - Chwarae Rhydd - Paratowch ar gyfer amser cartref
5:00 - 6:00 Cyfarch rhieni - Amser cartref

Cyfleusterau

Mae prif leoliad y feithrinfa yn Unedau 1 a 3, Ty Derw, Cwrt Vaughan, Casnewydd, NP10 8BD. Ar y llawr gwaelod (Uned 1) mae gofal yn digwydd i Blant Bach (2-3 oed) a Phlant Cyn Ysgol (3-5 oed). Ar y llawr cyntaf (Uned 3) rhoddir gofal i Fabanod (0-2 oed). Mae'r swyddfeydd, y storfa a'r man croeso i ymwelwyr i fyny'r grisiau yn Uned 3 o'r un adeilad. Mae toiledau ar wahân i staff ac ymwelwyr wedi'u lleoli yn y manau cymunedol ar y ddau lawr, gan gynnwys cyfleusterau newid cewynnau i lawr y grisiau. Mae gan y feithrinfa ddrws diogel lle mae'n rhaid i rieni siarad. Gall staff fynd i mewn gan ddefnyddio cod allwedd.

Wrth ddod i mewn i ardal Uned 1 y feithrinfa rydych yn cerdded i mewn i'r brif ardal gyfarch i'r plant. Mae'r ystafell cewynnau i'r plantos ar y dde ac wrth i chi gerdded yn syth o'ch blaen fe ddowch at dranc y Plant Bach, Mae hon yn cynnwys tair ystafell. Prif ardal chwarae, Ystafell Synhwyrdd/Cysgu ac Ystafell Fwyta ar gyfer y 2-3 o blant.

Mae cyn ysgol ym mhen ôl Uned 1 lle mae ganddynt ystafell chwarae fawr a mynediad rhydd i'r ardd trwy ddrws ar ddiwedd yr ystafell. Mae ganddynt hefyd eu hystafell fwyta eu hunain sydd ynghlwm wrth y gegin ar y llawr gwaelod.



Mae gan bob plentyn bach a phlentyn cyn-ysgol fynediad i'r toiledau i lawr y grisiau.

Wrth i chi gerdded i mewn i lawr y babanod mae gennym ardal groeso fawr gyda'r gegin ar y chwith, yr ystafell nesaf ar y chwith yw ein hystafelloedd newid babanod a storio ar gyfer y llawr. Yna byddwn yn cerdded i mewn i'r brif ystafell chwarae ar gyfer plant 1-2 oed, mae ganddynt hefyd fynediad i ystafell gysgu fawr sydd ynghlwm wrth eu hystafell. Ar draws yr ochr arall i ystafell 1-2 mae gennym ystafell 0-1 sydd â phrif ardal chwarae a dwy ystafell cotiau ynghlwm wrth eu prif ystafell.

Mae digon o le parcio am ddim i staff a pharcio am ddim i rieni ollwng eu plant ar y safle.

Mae gennym hefyd ardd hyfryd at ddefnydd plant meithrin yn unig, sydd wedi'i rhannu'n ddwy ardal, mae'r ddwy ardal hyn ar gyfer plant cyn-ysgol a phlant bach (Prif ardal yr ardd) ac mae gan Fabanod fynediad i'r ardd lawr padio lai. Mae gan Ein Gardd gegin fwd fawr, twll darllen, ardaloedd ymchwilio ac adeiladu. Mae gennym ni hefyd blanhigyn mawr lle mae'r plant yn tyfu eu cynnyrch eu hunain. Rydym hefyd yn caniatáu i blant archwilio trwy gelf a chreffft yn yr ardd. Rydym yn hyrwyddo datblygiad corfforol y tu allan gyda'n trawstiau cydbwysu a'n beiciau ein hunain.

Gwibdeithiau a Gweithgareddau

Mae'r plant yn dilyn trefn ddyddiol a chynllun sy'n seiliedig ar y cwricwlwm (gyda phwnc newydd yn cael ei gyflwyno bob 3 mis) sy'n cydymffurfio'n llawn â Chwricwlwm Newydd Cymru ac sy'n darparu amgylchedd ysgogol a deniadol i'r plant.

Byddwn yn cynnig nifer o weithgareddau o fewn y feithrinfa drwy chwarae rhydd a chwarae strwythuredig a gweithgareddau wedi'u trefnu er enghraifft amser cylch. Byddwn hefyd yn ceisio dod â gweithgareddau ychwanegol gan ddarparwyr allanol i mewn i roi cyfleoedd gwahanol i blant (gweler ein Polisi Ymwelwyr), yn enwedig y rhai sy'n gallu darparu gwasanaethau trwy gyfrwng y Gymraeg – fel Kidslingo Ffrangeg a Sbaeneg, Sparklab Cymru gwyddoniaeth i blant bach a Urdd chwaraeon.

Gwibdeithiau – byddwn yn mynd â'r plant ar wibdeithiau rheolaidd er mwyn iddynt elwa o brofiadau yn yr ardal leol. Er enghraifft y parc lleol, cartref nyrsio lleol a siopau. Gweler ein Polisi Ymweliadau a Gwibdeithiau.

TELERAU AC AMODAU

Ein nod yw gweithio gyda rhieni a gofalwyr mewn partneriaeth lle bo modd (gweler ein Polisi Rhieni a Gofalwyr fel Partneriaid). Rydym yn nodi ein cytundeb gyda rhieni a gofalwyr yn ein dogfen Telerau ac Amodau. Mae hyn yn cynnwys manylion telerau a ffioedd talu, ein



rhwymedigaethau a'n disgwyliadau, salwch, diogelu, derbyniadau, trefniadau setlo i mewn a chasglu.

Darperir Pecyn Croeso i rieni a gofalwyr ar gofrestru eu plentyn yn y feithrinfa sy'n cynnwys ein polisiau a gweithdrefnau neu ble i gael gafael arnynt, gwybodaeth bwysig a chopi o'r Telerau ac Amodau, Ffurflenni Cofrestru Plant a ffurflenni caniatâd perthnasol eraill wedi'u llofnodi.

Gwneir cyfathrebu am arferion dyddiol, digwyddiadau a digwyddiadau trwy ein ap rhieni ac ar adegau pan fo'n briodol trwy dnulliau eraill megis ffôn, e-bost neu wyneb yn wyneb. Rydym hefyd yn darparu diweddariadau rheolaidd ar ein blog gwefan (www.wibliwobli.co.uk) a chyfrifon cyfryngau cymdeithasol (Twitter @wibli_wobli / Instagram @wibli.wobli / Facebook @wibliwoblinursery).

CWYNION

Mae gan feithrinfa Wibli Wobli weithdrefn gwyno gynhwysfawr sy'n cyfeirio at gwynion anffurfiol, ffurfiol a chyfredol. Mae hwn ar gael i rieni a gofalwyr ei weld yn eu dogfennaeth groeso ar gofrestru a chan y staff yn eu llyfr sefydlu. Mae copi hefyd ar gael ar ein gwefan.

Rydym yn croesawu pob adborth da neu ddrwg a gofynnwn am adborth yn rheolaidd gan rieni a gofalwyr a staff.

Mae'n bwysig i ni fod unrhyw bryderon neu faterion yn cael eu cyfleu ar unwaith. Gellir rhoi gwybod am hyn i unrhyw aelod o staff a fydd yn cofnodi'r wybodaeth ac yn adrodd i'r person â gofal. Bydd hyn wedyn yn cael ei ymchwilio a bydd camau priodol yn cael eu cymryd. Bydd pawb yn cael gwybod am y camau a gymerwyd a'r canlyniad terfynol.

Rhoddir gwybod i AGC am unrhyw gŵyn ddifrifol a chaiff ei hysbysu o'r canlyniad. Gall defnyddwyr gwasanaeth gysylltu ag AGC yn uniongyrchol i fynegi barn a rhoi gwybod iddynt am gŵyn.

Manylion cyswllt AGC yw:

Arolygiaeth Gofal Cymru
Llywodraeth Cymru
Sarn Mynach
Cyffordd Llandudno
LL31 9RZ
Ffôn: 0300 7900 126
E-bost: AGC@llyw.cymru



ARGYFWNGION

Ar ôl darganfod tân neu argyfwng arall a fyddai'n achosi i ni adael yr adeilad ar unwaith, rhaid i'r sawl a'i canfu seinio'r larwm yn dawel drwy wasgu'r Pwynt Galw â Llaw agosaf.

Rhaid iddynt wedyn wagio'r adeilad ar unwaith dan arweiniad Rheolwr y Feithrinfa a dilyn y gweithdrefnau gwacáu. Mae ein gweithdrefnau gwacáu mewn argyfwng yn cael eu harddangos yn glir yn y safle ac yn cael eu hegluro i aelodau newydd o staff, ymwelwyr, gwirfoddolwyr a rhieni. Gofynnwch am gael gweld ein Gweithdrefn Diogelwch Tân a Gwacáu mewn Argyfwng am ragor o wybodaeth.

ADOLYGIAD

Bydd y Datganiad o Ddiben hwn yn cael ei adolygu'n flynyddol, neu'n gynt pan ddaw deddfwriaeth newydd i rym neu amgylchiadau newydd a allai arwain at newid yn ein gwasanaeth.

Byddwn yn hysbysu AGC am unrhyw newidiadau i'n gwasanaeth lle bynnag y bo'n ymarferol o leiaf 28 diwrnod cyn y disgwylir i'r newid ddigwydd.