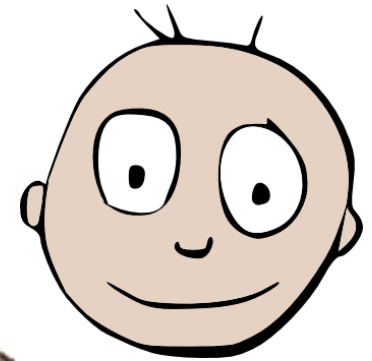


# Cyfeillion Bach

## Private Day Nursery Brochure

from birth to 8 years



# Welcome to / Croeso i Cyfeillion Bach!

Cyfeillion Bach prides itself on recognising and understanding the importance of choosing the right nursery for your child. We offer the highest standard of childcare and education for 41 children aged 0 to 12 years. Cyfeillion Bach is a registered 'Flying Start' provider.

We are a family run business set in a 130 year old former Great Western Railway building with spacious grounds that provides the freedom to explore and learn in safety. There is ample off road parking for parents and visitors.

At Cyfeillion Bach we treat every child as an individual and believe in a strong partnership between parents and staff; we aim to accommodate all parents' needs and wishes to guarantee a feeling of security and wellbeing for every child. Cyfeillion Bach has been designed to provide an inviting and colourful environment that is rich in experience. Our caring, experienced and well qualified staff provide a high standard of care for all children.

Our aim is to provide a safe, warm, homely, secure, loving and stimulating environment where children are free to explore, discover and develop with the support and care of our fully qualified staff. We firmly believe in the importance of providing an environment where children feel relaxed, valued and confident while being encouraged to be independent learners.

The main nursery is open between 8am and 6pm. We also offer morning (8.30am to 1pm) and afternoon (1pm to 6pm) sessions. Our Breakfast Club operates from 7.45am with our After School operating from 3.15pm to 5.30pm. Our Wrap-Around service operates around school times and our Holiday Clubs follow the main nursery sessions.

We offer a range of free 'settling in' periods with your child's designated 'Key Worker' and group, to help both you and your child settle into nursery.

Cyfeillion Bach has achieved the 'Healthy & Sustainable Preschool' award.

Cyn-Ysgol Iach a Chynaliadwy  
Healthy and Sustainable Pre-School



National Day Nurseries Association





## Admissions at Cyfeillion Bach *(Terms & Conditions)*

Cyfeillion Bach strongly encourages all prospective parents/carers to view the nursery. Our policies and procedures are inclusive and value equal opportunities, where every child is treated with respect regardless of age, ethnicity or disability. We aim to accommodate children with additional needs to the best of our ability and endeavour to provide any additional support that is required to meet any range of needs.

Children are admitted on a “first come, first served” basis, upon receiving a completed admission form.

Cyfeillion Bach offers various free “settling in” visits before your child’s official start date. These visits enable you and, more importantly, your child to become familiar with their new and exciting environment as well as offering an opportunity to become acquainted with a friendly, caring member of staff.

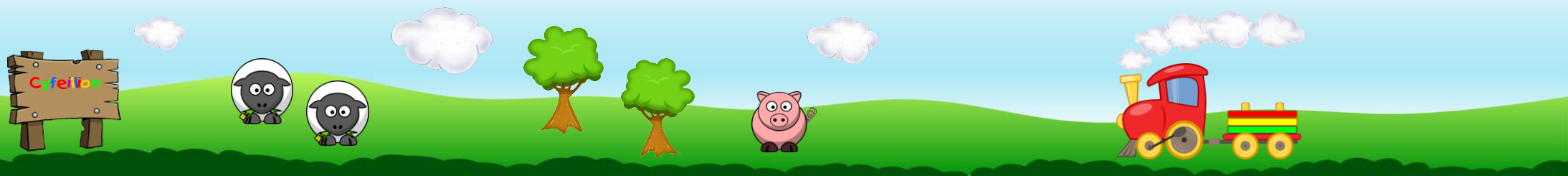
Fees are payable by or on the first of every month and in advance. You will receive an invoice a week prior detailing next month’s fees. Late fees will incur a £30 administration charge. Half fees are payable for ten days annual holiday; children must have attended for at least 6 months to be eligible for this fee reduction. Bank Holidays incur no charges.

Fees are payable in full for non-attendance or sickness. Consistently late collections will incur an additional fee as at least two members of staff will be required to supervise your child at all times. We are registered to accept Childcare vouchers via various schemes.

Little Chums is registered for the Welsh Government’s “Childcare Offer for Wales”, which means that you if you have a 3-4 year old child, you may be eligible to have part of your fees funded! Ask us for details!

Four weeks written notice is required to either remove a child from the setting or to alter session days/times.

Additional information and terms and conditions are listed on our contracts/agreements, available separately. Please ask for a copy.



# Children's Groups at Cyfeillion Bach

**We accommodate babies (0 to 18 months approx.) in our dedicated Baby Room.** The Staff to Child ratio is 1:3. Our baby room provides a cosy, nurturing environment where parents can be reassured that their “precious little ones” are cared for by qualified and experienced key workers. We follow your home routines (sleep & changing patterns, feeding routines), ensuring continuity for your child. We have a sleep room and changing area for babies.

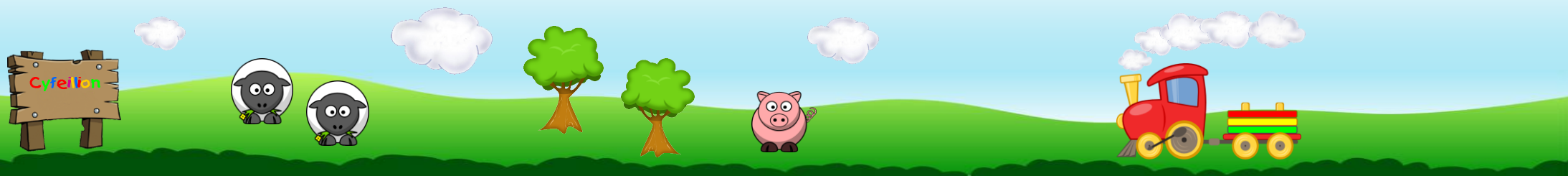
**We accommodate tots (18 to 24 months approx.).** Following on from babies, we have “tots” group consisting of older babies who are transitioning from the baby group to the toddler group. The Staff to Child ratio is 1:3 and routines continue as for babies.

**We accommodate toddlers (2-3 year olds).** The Staff to Child ratio is 1:4. Our toddler room provides a warm relaxed environment for curious little minds to explore and develop with the aid of our qualified and experienced staff. As with babies/tots, we aim to follow your home routines to ensure continuity for your child, including activities such as potty/toilet training. We have a sleep room and a changing/bathroom area for toddlers.

**We accommodate preschool children (3 years old and over).** Our preschool group operates on a 1:8 ratio and offers a wide range of activities to extend development and to provide opportunities for various experiences for this age range.

Our toddler/preschool areas provide a warm relaxed environment for curious little minds to explore and develop with the aid of our qualified and experienced staff. Our play areas offer a wide range of activities to extend development and to provide opportunities for various experiences. We believe in placing great emphasis on learning through play and the outdoor environment.

Cyfeillion Bach provides almost everything to ensure your child's day is a happy and productive one! All you provide are nappies, wet wipes and formula milk if your child starts when they are a baby. When they are older and play or explore outside, you provide a sun hat and sun-cream or suitable waterproof coat and wellies depending on the weather!



# Additional Care at Cyfeillion Bach

**Cyfeillion Bach operates a wrap-around service** to selected nurseries and schools during term time only. Please contact us for selected collection areas and latest prices

Parents / carers can chose from two payment options:

1. Weekly , with payments being made on Monday of every week ;
2. Monthly, with payments being made on or by the 1st of every month.

Fees are payable in full for non-attendance or sickness. Bank holidays incur no charge. Late fees incur a £2.00 daily charge. One week written notice is required to either remove a child from the service or to alter or reduce session times.

We will collect /drop off children and bring them back to nursery where they will be provided with drinks and lunch/afternoon tea.

For transporting children, the Cyfeillion Bach car has comprehensive car insurance provided by day care specialists.

**Cyfeillion Bach operates a Holiday Club during school holidays**, in place of our wrap around service, from 8.00am to 6.00pm and is available to users of our existing Wrap-Around service. Contact us for latest prices.

Breakfast, lunch, small snacks and afternoon tea will be provided .

Activities will be theme based using arts and crafts, outdoor games, visits to local libraries and other excursions will be incorporated into the programme according to weather conditions. Arrival and departure between your chosen booked times are at your discretion.





# Outdoors at Cyfeillion Bach

Cyfeillion Bach is fortunate to have the use of extensive outdoor private land, including a large rear garden with multiple surfaces and front play area, to take in the wonderful fresh air. We also have access to the nearby cycle path to enjoy walks and exercise!

Much of our equipment is made of, or being replaced with environmentally friendly, natural materials.

This outdoor equipment is for a range of ages and is used throughout the year to practise balance, climbing, coordination and fine and gross motor skills, with an element of managed risk to ensure your child's full development.

We have planting and garden areas where the children learn about and grow fruits, vegetables and other plants as well as other areas for studying animals, insects and mini-beasts.



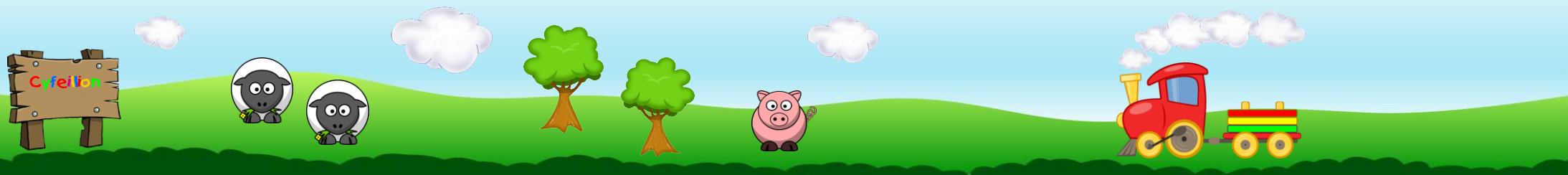
# Cyfeillion Bach Policies and Documents

Cyfeillion Bach has various policies and procedures to ensure the smooth running of our nursery. Full copies of all of our policies can be found in our entrance hall and on our website. A selection is outlined below, this list is not exhaustive, please ask to view a full list at the nursery:

1. Arrivals and Departures. We offer an open door policy whereby parents are welcome at all times. The nursery door will only be opened by authorised personnel and, for the added security of your child and others, you will be accompanied by a member of staff around the nursery. Parents are required to sign in their child on arrival and departure.
2. Behaviour. A positive and consistent approach is taken by all members of staff. We believe that positive reinforcement and an environment where children feel valued, secure and happy is the key to good behaviour. Care, respect and love for all are key principles at Cyfeillion Bach.
3. Special Needs. Our policy is in line with the Special Needs Code of Practice. Cyfeillion Bach will endeavour to provide an environment that meets the individual needs of every child.
4. Child Protection. Our qualified and experienced members of staff have undertaken training to ensure correct procedures are followed at all times. Safety is our utmost priority and we will ensure that all children are kept safe and supervised at all times. All our staff have been checked with the Disclosure and Barring Service (DBS).
5. Equal Opportunities. Cyfeillion Bach firmly believes in providing an environment free from prejudice and discrimination. We offer equal opportunities to all children in our care and respect individual cultures and needs.
6. Curriculum. Assessment and Record Keeping. All activities provided at Cyfeillion Bach will meet the seven learning areas for children.

Themed topics taught through structured free play will help your child develop to their full potential, while having fun and being independent. Your child's development is carefully monitored, assessed and recorded and feedback is provided regularly.

We uphold the following values: flexibility, integrity, respect, open communication, friendly, welcoming, stimulating environment.



# Cyfeillion Bach Meals and Snacks

Cyfeillion Bach recognises the importance of providing a well-balanced and nutritious diet. All of our meals are freshly prepared by an experienced member of staff.

No salt or sugar is added in the preparation or cooking of our meals.

We ensure a varied menu which operates on a weekly rota and is displayed on the notice board in the entrance hall.

A full day care session includes breakfast, mid-morning snack, lunch and dessert and afternoon tea. A morning session includes breakfast, mid-morning snack and lunch and dessert. An afternoon session includes afternoon tea. Fresh drinking water is available throughout the day.

Fresh fruit is available throughout your child's session; your child will be encouraged to sample fruits from different countries around the world when in season, as well as traditional fruits.

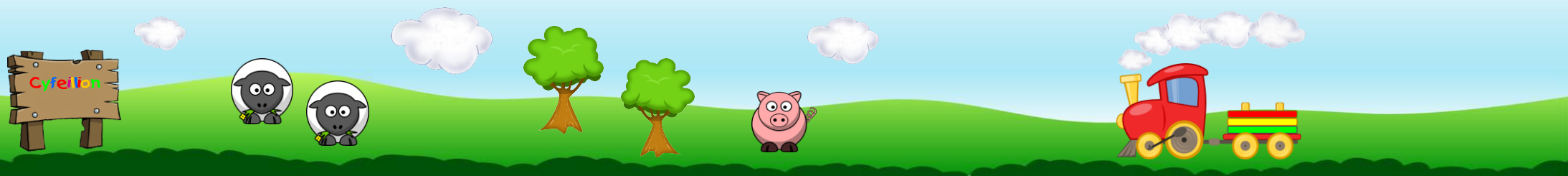
Special dietary requirements can be discussed with a senior member of staff. As part of statutory requirements, we maintain an allergy list which details the ingredients used in our dishes and potential allergens. Please ask for a copy of this list if required.

Children have the opportunity to use the kitchen for cooking activities such as making cakes and baking bread.

All members of staff undergo level 2 food hygiene training and certificates are displayed in the setting.

We are inspected by Environmental Health and engage with them regularly. We currently hold the highest rating of '5' on the 'Scores on the Doors' scheme. You can find confirmation of our current rating here:

<https://www.scoresonthedoors.org.uk/business/cyfeillion-bachpontypool-840275.html>





# CIW Inspection Comments

Cyfeillion Bach is inspected by Care Inspectorate Wales. During our most recent inspection, CIW commented that...

*“Staff are well qualified, professional and have a good understanding of how to keep children safe and healthy.”*

*“Children are happy, safe and valued.”*

Our most recent inspection report can be found via the CIW website here:

<https://digital.careinspectorate.wales/directory/service/SIN-00004055>



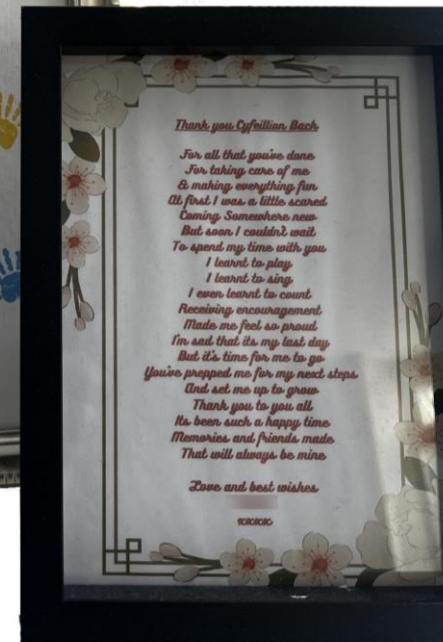
# Parental Comments

Cyfeillion Bach is fortunate to receive lovely comments, messages and cards from parents, carers and visitors. A sample can be found below...

To/ my Teachers and  
Friends x.

Thank you for allowing me  
to enjoy nursery with all  
the amazing activities, play,  
teaching and best of all fun.

I love my nursery and tell  
everyone about it. I love  
looking for Vickys car to make  
sure she's in to welcome me in  
with open arms & big smile,  
Katie in the garden and waving  
me home, Becky telling mummy  
I've had a wonderful day and  
Sam ringing my mum to collect  
me whilst we eat chocolate  
and chatting and much, much more.  
mummy has kept everything (I mean  
EVERYTHING) to remind me of my  
wonderful time with you.  
Thank you for most importantly  
being my BEST friends x  
Love x





# Cyfeillion Bach Pets

At any one time, Cyfeillion Bach may keep rabbits, fish and guinea pigs which are lovingly cared for by our children and staff.

The latest addition is a tortoise called Sheldon!





# Registration and Complaints

Cyfeillion Bach is registered with the Care Inspectorate Wales (CIW).

We follow all set guidelines issued by CIW and the United Nations Convention on the Rights of the Child (UNCRC) and we are inspected regularly.

The nursery undertakes quality review reports annually, which are submitted to CIW and can also be viewed in the entrance hall.

A copy of our complaints policies and procedures is available separately on request.

We request that any concerns or difficulties are raised with a member of staff at the earliest possible opportunity. Should your concerns or difficulties be of a more serious nature, please inform a senior member of staff who will work with you to resolve any issues following our procedures.

If you feel your concern has not been dealt with satisfactorily, please contact our local CIW:

*CIW South East Region,  
Government Buildings,  
Rhydycar,  
Merthyr Tydfil,  
CF48 1UZ.*

*Telephone: 0300 7900126  
Email: [ciw@gov.wales](mailto:ciw@gov.wales)*

**CIW is not a complaints agency and cannot deal with complaints linked to individual circumstances. If they are not able to help with your complaint, they may direct you to the organisation best placed to help you; they may also carry out an inspection in light of any complaints received.**



# Contact and Location

Telephone:  
01495 764400

Address:  
Cyfeillion Bach  
Station Road  
Griffithstown  
Pontypool  
NP4 5JH

Email:  
[enquiries@cyfeillionbach.co.uk](mailto:enquiries@cyfeillionbach.co.uk)

Website:  
[www.cyfeillionbach.co.uk](http://www.cyfeillionbach.co.uk)

Responsible Individual / Persons in Charge:  
Nicola Powell

Named Deputy  
Abbie Smith

*This brochure is reviewed and updated annually or as required if there are substantial changes to practises, policies, staff and/or premises. Our inspecting body (CIW) are informed of these changes as soon as reasonably possible.*

*Cyfeillion Bach is registered with the Information Commissioners Office and abides by all current data protection legislation and laws.*

