

INFORMATION FOR PARENTS / GUARDIANS

We look forward to welcoming your child to Plas Menai. Here is some useful information on what will be needed for your child's stay at the Centre.

KIT LIST

Plas Menai has a wide variety of specialist equipment to keep you safe and warm during your stay including wet suits, waterproofs, helmets, bags to hold wet clothes etc. If you have your own equipment please feel free to bring these along with you. You will also need...

- ◆ Sleeping bag
- ◆ Pillow case
- ◆ Water shoes (wet shoes/boots or old trainers - NOT slides or clogs)
- ◆ Socks to wear on the water (can be placed in drying room over night)
- ◆ 2 towels (one can be for your room and one for activities)
- ◆ Swimwear for under your wetsuit
- ◆ Warm clothes - fleeces, leggings, tracksuit bottoms or activewear (no jeans)
- ◆ Warm Hat and gloves
- ◆ Nightwear
- ◆ Underwear
- ◆ Water bottle
- ◆ Suncream and a sunhat (warmer months)
- ◆ Waterproof jacket
- ◆ Socks
- ◆ Shoes/trainers for dry activities / normal day wear - close toe
- ◆ Hair ties - needs to be up for all activities
- ◆ Toiletries / wash bag - shampoo, conditioner, deodorant, etc.
- ◆ Long trousers for biking as they provide more protection in the event of a fall, however knee length shorts can be worn.
- ◆ Spare clothes
- ◆ 50p for lockers (returnable)
- ◆ Personal wetsuits - Should be long and suitable thickness for time of year. They are brought at their own risk and the Centre cannot be held liable for any items that get damaged or go missing.
- ◆ Kit bag or a swim bag
- ◆ Pocket money for a treat, an ice cream on the bike ride or a keepsake from the Plas Menai shop



CLOTHES SHOULD BE SUITABLE FOR MUDDY ADVENTURES i.e clothes you don't mind getting very dirty or even thrown away after the activity or on returning home as some can be muddy – but a great deal of FUN. IMPORTANT: You should ensure that a name is shown on each piece of clothing (especially swim wear) - a large number of un-tagged items are left every week.

Your child should NOT bring:

- Pocket knives
- Video games or other expensive gadget (i-pads, tablet computers etc)
- Chewing gum
- Aerosol deodorant
- Tobacco, alcohol or any un-prescribed drug (medication on prescription should be noted on health certificate)
- Mobile phones- Mobiles are only allowed with permission of the teaching staff. Access to the office phone is available if needed.
- Portable electric equipment e.g. hair dryers, ghetto blasters, curling tongs and travel irons.



If children do bring these personal items then they will be collected at the beginning of the course and returned at the end. Any other valuables may be left at the Reception for safekeeping.

WE WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE ITEMS IF BROUGHT TO THE CENTRE



GWYBODAETH ALLWEDDOL I RIENI / GWARCHEIDWAID

Edrychwn ymlaen at groesawu eich plentyn i Blas Menai. Mae'r daflen hon yn rhoi gwybodaeth am yr hyn fydd ei angen ar gyfer arhosiad eich plentyn yn y Ganolfan.

RHESTR KITI

Mae gan Blas Menai amrywiaeth eang o offer arbenigol i'ch cadw'n ddiogel ac yn gynnes yn ystod eich arhosiad gan gynnwys siwtiau gwlyb, dillad glaw, helmedau, bagiau i ddal dillad gwlyb ac ati. Os oes gennych eich offer eich hun mae croeso i chi ddod â'r rhain gyda chi. Bydd angen i chi hefyd...

- ◆ Bag cysgu
- ◆ Achos gobennydd
- ◆ Esgidiau dŵr (esgidiau gwlyb neu hen esgidiau ymarfer - NID sleidiau na chrocs)
- ◆ Sanau i'w gwisgo ar y dŵr (gellir ei osod yn yr ystafell sychu dros nos)
- ◆ 2 Tywels (Un ar gyfer eich ystafell ac un ar gyfer gweithgareddau)
- ◆ Dillad nofio o dan eich siwt wlyb
- ◆ Dillad cynnes - cnuoedd, legins, trowsus tracwisg neu ddillad egniöl (dim jîns)
- ◆ Het Gynnes a menig
- ◆ Dillad nos
- ◆ Dillad isaf
- ◆ Potel ddŵr
- ◆ Hufen haul a het haul (misoedd cynhesach)
- ◆ Siaced dal dwr
- ◆ Sanau
- ◆ Esgidiau/trainers ar gyfer gweithgareddau sych / traul arferol y dydd - bysedd traed agos
- ◆ Clymau gwallt - angen bod yn barod ar gyfer pob gweithgaredd
- ◆ Toiletries / bag golchi - siampŵ, cyflyrydd, diaroglydd ac ati.
- ◆ Mae trowsus hir ar gyfer beicio yn cael ei ffafrio gan eu bod yn darparu mwy o amddiffyniad os bydd cwmp, fodd bynnag gellir gwisgo siorts hyd pen-glin.
- ◆ Dillad sbâr
- ◆ 50c am loceri (dychwelyd)
- ◆ Siwtiau gwlyptiau personol - Dylai fod yn drwch hir ac addas ar gyfer yr adeg o'r flwyddyn. Fe'u dygir ar eu risg eu hunain ac ni all y Ganolfan fod yn atebol am unrhyw eitemau sy'n cael eu difrodi neu fynd ar goll.
- ◆ Offer ymolchi / bag golchi
- ◆ Arian poced ar gyfer trî, hufen iâ ar reid feic neu gegrwth o siop Plas Menai



DYLAI DILLAD FOD YN ADDAS AR GYFER ANTUR MWDLUD h.y. dillad nad oes ots gennych fynd yn fudr iawn neu hyd yn oed eu taflu ar ôl y gweithgaredd neu ar ôl dychwelyd adref oherwydd gall y gweithgaredd hwn fod yn fwdlyd - ond yn llawer iawn o HWYL.

PWYSIG: Dylech sicrhau bod enw yn cael ei ddangos ar bob darn o ddilledyn (yn enwedig dillad nofio) - mae nifer fawr o eitemau heb eu tagio yn cael eu gadael bob wythnos.

NI ddylai eich plentyn ddod â:

- Cyllyll poced
- Gemau fideo neu declyn drud arall (ipads, cyfrifiaduron ac ati)
- Gwm cnoi
- Diaroglydd aerosol
- Tybaco, alcohol neu unrhyw gyffur heb ei ragnodi (dylid nodi meddyginiaeth ar bresgripsiwn ar y dystysgrif iechyd)
- Ffonau symudol - Dim ond gyda chaniatâd arweinydd y cwrs y caniateir ffonau symudol. Mae mynediad i ffôn y swyddfa ar gael os oes angen.
- Offer trydan cludadwy e.e. ni chaniateir sychwyr gwallt, blasters ghetto, gefel cyrlïo a heyrn teithio.



Os bydd plant yn dod â'r eitemau personol hyn, byddant yn cael eu casglu ar ddechrau'r cwrs a'u dychwelyd ar y diwedd. Gellir gadael unrhyw bethau gwerthfawr eraill yn y Dderbynfa i'w cadw'n ddiogel.

NI FYDDWN NI'N GYFRIFOL AM UNRHYW GOLLED NAC DDIFROD I'R EITEMAU UCHOD OS DOD EU HYNFY I'R GANOLFAN

ACCOMMODATION

All children sleep in centrally heated bedrooms. The children are responsible for making their beds and keeping the rooms tidy. We ensure that each child knows where to find help during the night from teaching staff who are close at hand. Corridor lights are on throughout the night.

MEALS

Mealtimes are often a highlight at Plas Menai. There is plenty of choice, We provide the following at every mealtime:

- 2 hot food options (plus a vegetarian option)
- Hot pudding or ice cream in the Summer
- Plenty of fruit is always available
- Hot drinks for those coming off the water based activities



We understand that mealtimes can be a cause of worry for both children and parents, we will do everything we can to help. We can cater for the following dietary requirements and more: Vegetarian / Vegan / Gluten Free / Halal / Allergies / Dairy Free. We can adapt and provide different options if discussed beforehand.

SHOP

Plas Menai has a shop that sells sweets, drinks, souvenirs and presents. This is located in reception along with cashless vending machines in the accommodation block. Teaching staff will be able to set aside time for the children to purchase any items that they wish.

SAFETY AND CARE

The course/group leader will arrange the course in conjunction with the Centre's management and instructional staff. A programme is put together to ensure that the children enjoy a variety of activities on and off the water. Children are closely supervised on all activities, and all equipment is regularly inspected to ensure that it is safe and suitable for use. As holders of an AALA and LOTC badge you can be sure that the children are able to learn, develop and enjoy everything in a safe and secure environment.

Arrangements at the Centre have been tried and tested for over 40 years to provide a safe and caring environment for children. We have Risk Assessments and strict staff guidelines for every aspect of the Centre's work and for any problems that might arise. A copy of these guidelines is passed on to your child's school in advance of the visit. We ensure that children know what to do in an emergency. There is someone available at all times, day and night. There are also CCTV cameras strategically placed around the Centre. All Instructional staff are DBS checked.

PROBLEMS, ACCIDENTS OR ILLNESS

We encourage every child to report to the relevant teacher for the school who will let the Centre know if any problems arise so that the matter can be dealt with immediately.

Minor accidents or illnesses will be treated as soon as is possible by our local doctor, dentist or local hospital e.g. stitches for a minor cut, precautionary X Rays, provision of antibiotics for infection etc. Parents will be contacted before treatment is administered should the treatment involve a stay at the hospital or anesthetic. Parents of children who are taken to hospital or the Doctor's Surgery for any other reason will be contacted immediately when the child returns to the Centre. Should parents wish their child to return home for medical reasons Plas Menai will assist with the arrangements. There is a fully qualified First Aider on duty 24 hours a day.

PHOTOGRAPHY AND VIDEO CLIPS

Photographs and video clips of activities may be shown on our website, social media, advertising materials and occasionally television programmes. If you do not want your child to be included in these pictures please inform the centre on the AOR form.

DISCIPLINE

To ensure the smooth running of the Centre a number of simple sensible rules are necessary. These are made known to children on arrival and our policy is to administer them in a fair and sympathetic spirit. Our aim is to ensure a happy time for all at the Centre.



LLETY

Mae pob plentyn yn cysgu mewn ystafelloedd gwely gwres canolog. Mae'r plant yn gyfrifol am wneud eu gwelyau a chadw'r ystafelloedd yn daclus. Sicrhawn fod pob plentyn yn gwybod ble i ddod o hyd i gymorth yn ystod y nos gan staff addysgu sydd wrth law. Mae goleuadau coridor ymlaen drwy'r nos.

PRYDAU

Mae amser bwyd yn aml yn uchafbwynt ym Mhlas Menai. Mae digon o ddewis, gyda phrydau llysieuol yn cael eu darparu bob amser bwyd. Rydym ni'n darparu'r canlynol bob amser bwyd:

- 2 opsiwn bwyd poeth (yn ogystal ag opsiwn llysieuol)
- Pwdin poeth neu hufen iâ yn yr Haf
- Mae digon o ffrwythau ar gael bob amser.
- Diodydd poeth i'r rhai sy'n dod oddi ar y gweithgareddau dŵr



Rydym yn deall y gall amser bwyd fod yn achos pryder i blant a rhieni, byddwn yn gwneud popeth o fewn ein gallu i helpu. Gallwn ddarparu ar gyfer y gofynion dietegol canlynol a mwy: llysieuwr / Fegan / Heb glwten / Halal / Alergeddau / Di-laeth. Gallwn addasu a darparu opsiynau gwahanol os cânt eu trafod ymlaen llaw.

SIOP

Mae gan Blas Menai siop sy'n gwerthu melysion, diodydd, cofroddion ac anrhegion. Mae hwn wedi'i leoli yn y dderbynfa ynghyd â pheiriannau gwerthu heb arian yn y bloc llety. Bydd y staff addysgu yn gallu neilltuo amser i'r plant brynu unrhyw eitemau y dymunant.

DIOGELWCH A GOFAL

Bydd arweinydd y cwrs/grŵp yn trefnu'r cwrs ar y cyd â rheolwyr a staff hyfforddi'r Ganolfan. Rhoddir rhaglen at ei gilydd i sicrhau bod y plant yn mwynhau amrywiaeth o weithgareddau ar y dŵr ac oddi arno. Goruchwylir y plant yn ofalus ar bob gweithgaredd, a chaiff yr holl offer ei archwilio'n rheolaidd i sicrhau ei fod yn ddiogel ac yn addas i'w ddefnyddio. Fel tyllau mewn bathodyn AALA a LOTC gallwch fod yn sicr bod y plant a'r gallu i ddysgu yn datblygu ac yn mwynhau popeth mewn amgylchedd saff a diogel.

Mae trefniadau yn y Ganolfan wedi eu datblygu a thros 40 mlynedd i ddarparu diogel a amgylchedd gofalgarn i blant yn y Ganolfan ac ar weithgareddau. Mae gennym Asesiadau Risg a chanllawiau staff llym ar gyfer pob agwedd o waith y Ganolfan yn ogystal ag ar gyfer unrhyw broblemau a allai godi. Trosglwyddir copi o'r canllawiau hyn i'r cyswllt ysgol perthnasol cyn yr ymweliad. Rydym yn sicrhau bod plant yn gwybod beth i'w wneud mewn argyfwng. Mae rhywun ar gael bob amser, ddydd a nos. Mae yna hefyd gamerâu teledu cylch cyfyng wedi'u gosod yn strategol o amgylch y Ganolfan. Mae'r holl staff hyfforddi wedi'u gwirio gan y Gwasanaeth Datgelu a Gwahardd.

PROBLEMAU, DAMWEINIAU NEU SALWCH

Anogwn bob plentyn i adrodd i'r athrawes berthnasol i'r ysgol a fydd yn rhoi gwybod i'r Ganolfan os cyfyd unrhyw broblemau fel y gellir ymdrin â'r mater ar unwaith. Bydd mân ddamweiniau neu salwch yn cael eu trin cyn gynted â phosibl gan ein meddyg lleol, deintydd neu ysbyty lleol e.e. pwythau ar gyfer mân doriad, Pelydr-X rhagofalus, darparu gwrthfotigau ar gyfer haint ac ati. Cysylltir â rhieni cyn rhoi triniaeth os bydd y driniaeth yn golygu arhosiad yn yr ysbyty neu anesthetig. Cysylltir â rhieni plant sy'n cael eu cludo i'r ysbyty neu'r Feddygfa am unrhyw reswm arall ar unwaith pan fydd y plentyn yn dychwelyd i'r Ganolfan. Os bydd rhieni yn dymuno i'w plentyn ddychwelyd adref am resymau meddygol bydd Plas Menai yn cynorthwyo gyda'r trefniadau. Mae Swyddog Cymorth Cyntaf cwbl gymwys ar gael dyletswydd 24 awr y dydd

FFOTOGRAFFAU A CHIPIAU FIDEO

Gellir dangos lluniau a chlipiau fideo o weithgareddau ar ein gwefan, cyfryngau cymdeithasol, deunyddiau hysbysebu ac weithiau rhaglenni teledu. Os nad ydych am i'ch plentyn gael ei gynnwys yn y lluniau hyn rhowch wybod i'r ganolfan ar y ffurflen AOR.

DISGYBLAETH

Er mwyn sicrhau rhediad esmwyth y Ganolfan mae nifer o reolau synhwyrol syml yn amlwg angenrheidiol. Hysbysir y plant wrth iddynt gyrraedd a'n polisi yw eu gweinyddu mewn ysbryd teg a chydymdeimladol. Ein nod yw sicrhau amser hapus i bawb yn y Ganolfan.

