

Mudiad Ysgol Feithrin Y FELINHILI

GWYBODAETH I RIENI INFORMATION FOR PARENTS

Caban Clyd
Mudiad Ysgol Feithrin Y Felinheli
Buarth Ysgol Y Felinheli
Y Felinheli
LL56 4TZ

Rhif ffôn Cylch/Cylch phone number - 07592673200

bydd y ffôn ymlaen yn ystod sesiynau'r Cylch / the phone will be on during the Cylch's sessions

Rhif ffôn Ysgol/School phone number - 01248 670748 (Dim ond i'w ddefnyddio mewn argyfwng / only use in an emergency)

*Ebost/email - post@cylchmeithrinfelinheli.org
www.cylchmeithrinfelinheli.org*

*Fe allwch gysylltu â'r pwyllgor ar y ebost uchod
Committee members can be contacted on the above email address*

Rhif elusen / Registered Charity no: 1094577





Staff y Cylch / Cylch Staff

Arweinydd / Leader - Rhian Jones a Sera Jones

Cynorthwy-ydd / Assistant - Susan Williams

Aelodau Pwyllgor y Cylch / Cylch Committee Members

Cadeirydd / Chair - Ann George

Ysgrifennyddes / Secretary - Eleri Wyn Thomas

Trysorydd / Treasurer - Bethan Jones

Personau cofrestredig / Registered person

Sian Williams

Meleri Jones - 07720 169 721

**NODYN: BYDD RHAIN UCHOD YN NEWID PAN FYDD
CERI A CATRIN WEDI EU CYMERADWYO**

Amseroedd agor / Opening times

Dydd Llun / Monday - Dydd Gwener / Friday

Sesiwn i blant 2 a hanner hyd oedran dosbarth meithrin 11 - 1 neu 1:30 - 3:30

Seesiwn i blant oed dosbarth meithrin (3+ oed cyn mis Medi) - 10:45 tan 1 neu 10:45 - 3:30

DATGANIAD O FWRIAD/STATEMENT OF PURPOSE

Mae Cylch Meithrin Y Felinheli yn aelod o'r Mudiad Ysgolion Meithrin. Ein prif nod yw cynnig gwasanaeth i bob plentyn dros ddwy a hanner oed hyd oedran ysgol sy'n byw yn Y Felinheli a'r dalgylch. Mae'r gwasanaeth hwn yn cynnig profiad addysgiadol i'r blynyddoedd cynnar trwy gyfrwng y Gymraeg, gan ddilyn cwricwlwm y Cyfnod Sylfaen. Mae'r Cylch yn derbyn arolwg A.G.G.C.C ac Estyn yn rheolaidd. Ceir copi o'r adroddiadau yn y cylch.

Mae'r cylch yn cydymffurfio ag amodau cofrestru yr A.G.G.C.C. Yn sgîl hyn, 20 plentyn yw'r uchafswm all fod ym mhob sesiwn.

Rhif cyswllt CSSIW - 03007900126

Mae'r cylch yn aelod o'r Cynllun Cyn Ysgol Iach a Chynaliadwy. Bwriad hyn yw hybu iechyd a llês plant bach yn y blynyddoedd cynnar.

Bob mis Gorffennaf ac hefyd yn ôl yr angen, byddwn yn adolygu'r datganiad o fwriad er mwyn sicrhau ei fod yn adlewyrchu'r gwasanaeth gaiff ei gynnig. Cafodd y datganiad ei ddiweddarau y tro diwethaf ym mis Mawrth 2017.

Cylch Meithrin Y Felinheli is a member of Mudiad Ysgolion Meithrin. Our aim is to provide service to all children aged two and a half up to the age they start school, that live in Y Felinheli or surrounding areas. This service offers early years educational opportunities through the medium of Welsh, and follows the Foundation Phase curriculum. The Cylch regularly receive CSSIW and Estyn inspections, copies of the reports are available in the Cylch.

The Cylch complies with all aspects of the requirements of CSSIW, therefore only 20 children will be in each session.

CSSIW contact no: 03007900126

The Cylch is also a member of the Healthy and Sustainable Pre-school Scheme. The purpose of this is to promote the health and wellbeing of children in the early years.

Every July and also when necessary, we will review the statement of purpose to ensure that it accurately reflects the service we provide. The statement was last updated in March 2017.



CYFLE CYFARTAL / EQUAL OPPORTUNITY

Rydym yn ceisio sicrhau bod pob agwedd o'n gweithgareddau yn hyrwyddo cyfle cyfartal i bawb. Mae hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

We aim to ensure that every aspect of our activities promotes equal opportunities for each individual. This includes access to all activities, equal treatment and respect for every individual.



CYNHWYSIANT A CHYDRADDOLDEB / INCLUSION AND EQUALITY

Ein nod yw rhoi cyfle i bob plentyn fanteisio ar addysg feithrin trwy gyfrwng y Gymraeg. Mae'r cylch yn cydweithio â Chynllun Cyfeirio Gwynedd ac asiantaethau eraill i roi cymorth a chefnogaeth i blentyn a'i deulu os oes angen.



Our aim is to give every child, whatever his/her needs, the opportunity to benefit from Welsh medium nursery education. The Cylch co-operates with Gwynedd Referral Scheme and other agencies to give help and support to the child and his/her family if required.

AMDDIFFYN PLANT / CHILD PROTECTION

Credwn bod hapusrwydd, diogelwch a ffyniant bob plentyn yn bwysig.

Mae'r Pwyllgor Rheoli a staff y Cylch yn dilyn gweithdrefnau Pwyllgor Amddiffyn Plant y Rhanbarth mewn achosion o amheuaeth o gam-drin. Os bydd y staff yn credu bod plentyn yn cael ei gam-drin, byddant yn gweithredu drwy gysylltu a'r 'person cofrestredig' neu/ag Adran Gwasanaethau Cymdeithasol Cyngor Gwynedd. Os oes amheuaeth mai aelod o staff sydd yn cam-drin, yna fe wnaiff y pwyllgor gysylltu â Gwasanaethau Cymdeithasol. Mae'r siart llif o beth I'w wneud i'w weld ar wal y Caban.

Mae staff y cylch yn mynychu cyrsiau amddiffyn plant yn rheolaidd.



We believe that the happiness, safety and well-being of each child is important.

The Cylch management committee and staff will follow Area Child Protection Committee procedures in suspected cases of abuse. If the staff suspects that a child is being abused, they will take action by contacting the 'registered person' or/and Social Services Department. If there is suspicion of child abuse by staff, the committee members will contact Social Services. The flow chart of the procedure can be seen at the Caban.

The Cylch staff attend child protection courses regularly.

DERBYNIADAU

- *Derbynnir plant sydd yn ddwy a hanner aoed.*
- *Mae'r cylch wedi ei gofrestru i dderbyn 20 o blant o dan ofynion y llywodraeth ac A.G.G.C.C. â lefelau staffio.*
- *Penderfyniad yr arweinydd fydd penodi sesiynau i'r plant ar ôl derbyn ffurflen gofrestru wedi ei llenwi a chytundeb wedi ei harwyddo.*
- *Unwaith mae'r plentyn yn dair oed mae'r tymor llawn sy'n dilyn am ddim.*
- *Mae gan y Cylch bolisi ynglŷn â phwy sy'n casglu'r plant o'r cylch. Ar ddiwedd y sesiwn caiff y plentyn ei drosglwyddo i'r sawl a enwir ar y ffurflen gofrestru yn unig.*
- *Bydd rhaid cael llun o'r personau sy'n casglu'r plentyn o'r cylch ar y ffurflen gofrestru.*
- *Bydd y trysorydd yn paratoi anfoneb ac bydd disgwyl iddo gael ei dalu yn brydlon trwy siec, arian parod neu yn syth i gyfrif banc y Cylch.*
- *Rydym yn derbyn talebau gofal plant - cysylltwch an trysorydd I drefnu.*
- *Rydym wdi cofrestru am gofal plant am ddim - cynllyn peilot 30 awr.*

ADMISSIONS

- *Children are accepted from the age of 2 1/2.*
- *We are registered to accept up to 20 children on the premises in one session according to local standards and staffing levels.*
- *It is up to the Cylch leader to allocate sessions following full completion of the registration form and receipt of a signed contract.*
- *Once a child is three the next full term is free.*
- *The Cylch has a strict policy regarding collection of the children. At the end of each session the child will be released only to the named persons on the form.*
- *There must be a picture of each person that has the right to collect the child on the registration form.*
- *The treasurer will prepare an invoice for the sessions your child attends and the fees must be paid within 14 days by cheque, cash or balance transfer.*
- *Child Care vouchers are accepted - please contact our treasures to arrange.*
- *We are registered for the free 30 hour pilot childcare scheme.*



STAFFIO / STAFFING

Pwyllgor Rheoli y Cylch Meithrin sydd yn gyfrifol am benodi, cyflogi a diswyddo staff y cylch. Bydd y pwyllgor yn sicrhau bod aelodau o staff a benodir a threfniadau staffio'r cylch yn cydymffurfio â gofynion Arolygaeth Gofal a Gwasanaethau Cymdeithasol Cymru (A.G.G.C.C). Byddent hefyd yn ceisio sicrhau bod gan yr holl staff a benodir gymhwysterau cydnabyddedig mewn gofal ac addysg plant a phrofiad perthnasol.

Arweinydd y Cylch yw Rhian Jones, a Sera Jones sydd yn cael ei hadnabod fel Anti Rhian a Anti Sera gan y plant. Ein cymhorthydd yw Susan Williams, neu Anti Susan i'r plant. Mae'r staff yn hapus a chroesawgar iawn.

*Rhian Jones - CACHE Lefel 3 mewn gofal a datblygiad plant
Sera Jones - CACHE Lefel 3 mewn gofal a datblygiad plant
Susan Williams - NVQ Lefel 2 mewn gofal a datblygiad plant*

The Cylch management committee is responsible for appointing, employing and dismissing Cylch staff. The committee will ensure that a high standard is maintained by promoting staff training and employing staff experienced in childcare and other relevant experiences. We will ensure that the standards specified by the Care and Social Services Inspectorate Wales (C.S.S.I.W) are adhered to.

The leader of the Cylch is Rhian Jones and Sera Jones, referred to as Auntie Rhian and Anti Sera by the children. The assistant is Susan Williams, known by the children as Auntie Susan. The staff are always happy and welcoming.

*Rhian Jones - CACHE Level 3 in child care and development
Sera Jones - NVQ Level 3 in child care and development
Susan Williams - NVQ Level 2 in child care and development*



MEYSYDD DYSGU

Cymraeg yw prif iaith y Cylch Meithrin. Bydd yr arweinydd yn cyllunio a threfnu amrywiaeth o weithgareddau a phrofiadau fydd yn cyflwyno 'r meysydd dysgu isod;

Y Byd o'n Cwmpas -
*Dysgu am wledydd tramor
a'r amgylchedd.*

**Rhifyddeg a
rhigymau -**
*Gwneud patrymau,
chwarae gemau
bwrdd, dysgu
rhigymau a rhifo.*



**Iaith, Llythrennedd a
Chyfathrebu -**

*Storiau, canu, adrodd,
ysgrifennu.*

Datblygiad Corfforol

*Dringo, torri papur
gyda siswrn, taflu a
dal pêl, reidio beic,
symud i gerddoriaeth
ac yn y blaen.*

**Datblygiad personol
a chymdeithasol -**
*Glendid personol,
cymdeithasu, rhannu,
dangos parch a gofal.*

Datblygiad Creadigol -
*Chwarae dychmygol,
paentio, chwarae efo
dŵr, tywod a chlai.*



AREAS OF LEARNING

Teaching at the Cylch is mainly through the medium of Welsh. The leader of the Cylch plans and arranges a variety of activities and experiences which introduce and promote the following areas of learning:

Physical development -
Climbing, cutting with scissors, throwing and catching a ball, riding a bike and moving to music

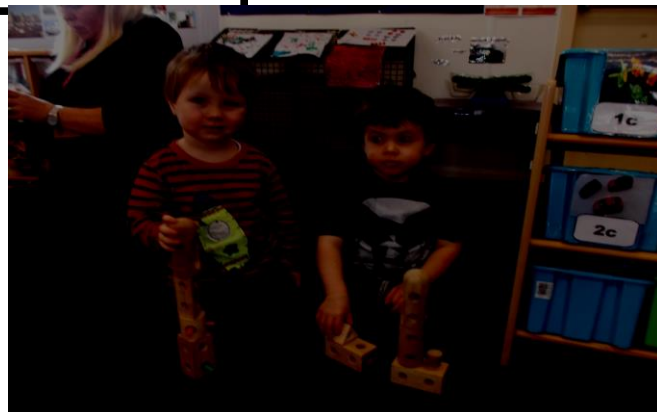
Personal and social development -
Personal hygiene, socializing, sharing, care and respect.

Language, literacy and communication -
Stories, singing, reciting and writing.

The world around us -
Learning about other countries and the environment

Mathematical development -
Create patterns, play board games, sing 'number' songs, bee-bot

Creative Development -
Imaginative play, painting, water and sand play and clay.



ADNODDAU / RESOURCES

Cynigir profiadau eang sy'n datblygu meysydd dysgu yn yr ardaloedd chwarae y tu mewn a thu allan. Yn ystod pob sesiwn caiff y plant nifer o brofiadau trwy ddefnyddio amrywiaeth o adnoddau. Mae'r profiadau yma yn cael eu cynnal mewn ardaloedd tu mewn a thu allan i'r caban er mwyn hybu datblygiad y plant ymhellach. Mae yna dŷ bach twt, ystod o flociau adeiladu, teganau fferm/o dan y môr/deinosoriaid a.y.y.b, dillad gwisgo fyny, clai, paent, offer creu marciau, parasiwt, beic a llawer mwy.

Yn y caban mae ystafell fawr i'r plant chwarae, dau doilet bach ac un doilet anabl.



The children are provided with extensive experiences within the cabin and outdoors. During each session the children enjoy a variety of experiences by using a range of resources. These experiences take part indoors and outside in an environment that has been created in order to promote each child's development. There is a playhouse, a wide range of building blocks, farm/under the sea/dinosaur toys etc, fancy dress, clay, paint, mark making, parachute, bikes and much more.

The cabin has one large room for the children to play, two small toilets and one disabled toilet.

AMLINELLIAD O SESIWN / OUTLINE OF SESSION

Gosodir amrywiaeth o weithgareddau gwahanol megis peintio, tywod, clai, tŷ bach twt, gemau jigsô, gwrando ar dapiau, ceir bach a mawr, fferm, gwaith llaw, lliwio a choginio. Ar ôl cinio caiff y plant ddiod a ffrwyth, a gorffennir y sesiwn Trwy gyd ganu caneuon sy'n adlewyrchu thema'r tymor. Yna byddwn yn rhannu cotiau, a phawb yn rhoi cynnig ar wisgo eu cotiau ei hunain.

**Mewn achosion arbennig, gall bwydydd eraill gael eu cynnig. Cymerir sylw o unrhyw anghenion dietegol arbennig sydd gan eich plentyn yn unol â'r wybodaeth ar y ffurflen gofrestru.*



We offer a variety of activities, including painting, sand, clay, little house, games, jigsaws, listening to tapes, riding bikes, colouring, chalk, lego and cooking. We sit at tables for a drink and some fruit and end the session by singing various songs. Before going home each child will fetch his/her coat and encouraged to put it on himself/herself.

*In special circumstances other food may be offered. Attention will be given to any special dietary requirements in accordance with information given on the registration form.

COFNODION AC ADRODDIADAU / RECORDS & REPORTS

Bydd yr arweinydd yn cofnodi a darparu adroddiad ar gynnydd a datblygiad bob plentyn. Bydd cofnod parhaus o ddatblygiad bob plentyn yn cael ei gadw a'r ffeil ac mi fydd yr arweinydd yn ysgrifennu adroddiadau tymor a threfnu noson rieni yn flynyddol

The leader will record and prepare reports on each child's progress and development. A continuous developmental report will be kept on file for each child and the leader will be creating a report at the end of each term and organising a yearly parents evening.

YMDDYGIAD / BEHAVIOUR

Rydym yn gweithredu dulliau cadarnhaol o reoli ymddygiad. Os bydd ymddygiad eich plentyn yn achosi gofid, byddwn yn trafod y sefyllfa gyda chi, ac yn datblygu cynllun gweithredu ar y cyd, i'w ddefnyddio yn y cylch ac yn y cartref.

Gellir gweld copi o'r polisi llawn yn y Cylch Meithrin.

Rydym yn gweithredu cynllun "Cai a Mai" ar sut i reoli ymddygiad yn y cylch. Gallwch gael sgwrs gyda'r arweinydd am fwy o wybodaeth am y cynllun yma.

We implement positive methods to control behaviour. If your child's behaviour causes concern, we will discuss the situation with you and develop an action plan together, to be used in the Cylch and at home.

A copy of the complete policy can be seen in the Cylch Meithrin.

We use the "Cai a Mai" training plan when dealing with behaviour issues within the Cylch. You can discuss more about this with the leader of the Cylch.



IECHYD, DIOGELWCH A LLES / HEALTH, SAFETY AND WELLBEING

Gwneir popeth rhesymol er mwyn sicrhau iechyd a diogelwch pawb yn y Cylch, Bydd pob plentyn yn cael ei yswirio rhag damweiniau dan gynllun yswiriant y Mudiad Meithrin. Gofynnir i rieni beidio dod â chŵn i mewn i dir yr ysgol er diogelwch ac iechyd y plant. Mae gan yr ysgol a Chyngor Gwynedd bolisi i wahardd ysmegu yn ystafelloedd dosbarth, neuadd a manau cyhoeddus ysgolion gan gynnwys yr iard a'r cae chwarae.

Every reasonable practical step is taken to ensure the health and safety of everyone in the Cylch. All children are insured against accidents by the Mudiad Meithrin insurance policy.

Parents are requested not to bring dogs on to the school premises in order to ensure the children's health and safety. Gwynedd schools and Council have a policy to prohibit smoking in classrooms, halls and public places in schools, including the playgrounds.

DI-FWG / SMOKE FREE

Ni chaniateir ysmegu o unrhyw fath ar dir yr ysgol ar unrhyw adeg. / Smoking of any kind is prohibited on school grounds at any time.

BWYTA'N IACH / HEALTHY EATING

Mae Cylch Meithrin Y Felinheli yn ran o gynllun Ysgolion Iach, felly rydym yn gofyn yn garedig I chi sicrhau fod cynnwys eu bocs bwyd yn iachus. Bydd plant sydd yn mynychu cyn 1yp ar unrhyw ddiwrnod yn gorfod dod a bocs bwyd efo nhw. Bydd melysion yn cael ei gwahardd. Cylch Meithrin Y Felinheli is part of the Healthy Schools programme, therefore we kindly ask parents to only include healthy foods in lunch boxes. Sweets and other healthy food will be removed.

RHOI MEDDYGINIAETH I BLENTYN / GIVING A CHILD MEDICATION

Ni roddir meddyginiaeth i blentyn yn y Cylch oni bai ei fod wedi ei roi ar brescriptiwn gan feddyg. Os bydd angen moddion/ffisig i'ch plentyn yn ystod sesiwn y cylch, gofynnir i chi lenwi ffurflen 'cais i roi meddyginiaeth i blentyn' ynghyd â ffurflen wedi'i llofnodi gan feddyg. Gellir gael y ffurflen gan arweinydd y Cylch.

Medication will not be administered to a child in the Cylch unless it has been prescribed by a doctor. If your child needs to be given medicine during Cylch session, you are asked to complete a 'request to administer medication to a child' form and also a form signed by a doctor.



NEWID CLWT/NAPPY CHANGING

Mae croeso i bob plenty ddod i'r Cylch, ond os bydd y plentyn yn gwisgo clwt bydd gofyn i riant ddod i'w newid os bydd y plentyn yn baeddu.

We welcome all children at the Cylch, however if your child is still in nappies we will ask you to come and change your child if they fill their nappy.



CYFNOD GWAHARDD OHERWYDD SALWCH

Brech yr ieir - Am bump diwrnod ar ôl i'r frech ymddangos

Y clefyd crafu - Nes y caiff ei drin

Clwy'r dwylo y traed a'r genau - Dim

Clwy'r pennau - Am bump diwrnod ar ôl i'r chwarennau chwyddo

Dolur rhydd a chwydu - Tan y bydd 48 awr wedi mynd heibio ers y tro diwethaf i'r plentyn ddioddef o dolur rhydd neu chwydu

Y dwymyn goch - Am bump diwrnod ar ôl cychwyn cymryd gwrthfioctigau

Edeulyngur - Dim

Y Frech goch - Am bump diwrnod ar ôl i'r frech ymddangos

Hepatitis A - Gwaherddir plant bach am saith diwrnod ar ôl i'r clwyf melyn ymddangos. Nid oes angen gwahardd plant hŷn ac oedolion sy'n cynnal safon dda o hylendid

Impetigo - Hyd nes y bydd y clwyfau wedi gwella neu wedi ffurfio crachan

Llid yr amrannau/Conjunctifitis - Dim

Y Pas (pertwsis) - Am bump diwrnod ar ôl cychwyn cymryd gwrthfioctigau

Rwbela (brech goch yr Almaen) - Am bump diwrnod ar ôl i'r frech ymddangos

Tarwdenni - Nes yn derbyn triniaeth

Twbercwlosis - Bydd yr Ymgynghorydd Rheoli Clefydau Trosglwyddadwy yn cyngori ynghylch y camau sydd angen eu cymryd



EXCLUSION PERIODS DUE TO ILLNESS

Chicken pox - For 5 days after rash appears

Conjunctivitis - None

Diarrhea and vomiting - Until 48 hours after the last episode of diarrhea or vomiting

Hand, foot and mouth - None

Hepatitis A - Exclude young children for 7 days after onset of jaundice. There is no need to exclude older children and adults with good hygiene

Impetigo - Until lesions are crusted or healed

Measles - For 5 days after rash appears

Mumps - For 5 days after onset of swollen glands

Ringworm - Until treatment is started

Rubella (German measles) - For 5 days after onset of the rash

Scabies - Until treated

Scarlet fever - For 5 days after commencing antibiotics

Threadworms - None

Tuberculosis - CCDC will advise on necessary action

Whooping cough (pertussis) - For 5 days after commencing antibiotics



SUT ALLWCH CHI GEFNOGI'R CYLCH?

Gofynwn i chwi wneud taliadau yn brydlon, gan mai dyma sy'n cyflogi y staff. Os na fydd taliad wedi ei wneud o fewn pythefnos byddwn yn cynnig lle eich plentyn i blentyn arall sydd ar y rhestr aros.

Gofynwn i chi ollwng eich plentyn dim mwy na 5 munud yn gynnar a'i gasglu yn brydlon, os gwelwch yn dda.

Pan drefnir gweithgareddau codi arian tuag at gynnal y Cylch Meithrin, gwerthfawrogi unrhyw gyfraniad neu gymorth gan y rhieni.

Rheolir y Cylch gan Bwyllgor Rheoli sydd yn cynnwys gwirfoddolwyr yn unig. Mae'n cynnwys rheini plant sy'n mynychu y cylch, a chroesawai'r pwyllgor aelodau newydd.

Mae gweithgareddau casglu arian yn cael eu hysbysebu ar wefan y cylch, os oes diddordeb gennych i fod yn aelod o'r pwyllgor cysylltwch â'r cadeirydd neu'r arweinydd.

PWYLLGOR RHEOLI A PHWYLLGOR ADLONIAENT



HOW CAN YOU SUPPORT THE CYLCH?

We request that you make your payments regularly and promptly, since this goes towards the staff wages. If payment is not received within a fortnight of the beginning of half term we can offer your child's place to another child on the waiting list.

We ask you to drop your child off no more than 5 minutes before the start of the session and collect your child promptly at the end of the session.

The Cylch is governed by a volunteer management committee made up of parents. The committee is responsible for the running of the Cylch including appointing and management of staff, ensuring all regulations are met, financial management, governance, and fundraising. A copy of our constitution is available at the Cylch.

Committee members are registered as trustees of the charity and all new members undergo a DRB check, induction, training and receive guidance and support from other members. Some committee members have specific roles others give more general contributions. Members are expected to be able to attend meetings regularly.

If a committee member takes on a specific role they are given the opportunity to shadow the current role member e.g. they become vice chair for one year before becoming chair, same with vice treasurer becoming treasurer after one year.

Our AGM is an open public meeting.

If you have an interest in joining the committee please contact the chair person.

Fundraising meetings;

The committee regularly hold open public fundraising meetings in a relaxed environment where the parents and members of the community are invited to attend, contribute by helping to arrange events, helping at events and bring new ideas.

All fundraising activities are advertised on the Cylch website. When fund-raising activities in aid of the Cylch Meithrin are arranged, any contribution or support from the parents is greatly appreciated.

It is vital that parents of children attending the Cylch contribute to the running of the Cylch.



TREFN CANMOL A CHWYNO

Croesawn eich sylwadau ar ein gwasanaeth fel y gallwn ei wella os oes angen. Byddwch yn cael ffurflen werthuso yn ystod y tymor i'w gwblhau a dychwelyd i'r cylch. Os ydych yn anhapus gyda unrhyw agwedd o'r gwasanaeth cysylltwch â

A, Rhian Jones neu Sera Jones- Arweinydd

B, Y Pwyllgor - Cadeirydd; Ann George

Trysorydd; Bethan Jones

Ysgrifennyddes; Eleri Wyn Thomas

C, Corff Rheolaethol - Arolygaeth Gofal a Gwasanaethau Cymdeithasol Cymru (AGGCC)

Sarn Mynach

Cyffordd Llandudno

Sir Conwy

LL31 9RZ

0300 7900 126

cssiw.north@wales.gsi.gov.uk

Neu gwelwch ein polisi cwyno am ragor o wybodaeth, mae y ffeil polisiau ar gael yn y caban i rieni ei ddarllen.

COMPLIMENTS & COMPLAINTS PROCEDURE

We welcome your comments on our service at any time so that we can improve if necessary.

We will issue evaluation forms every term for you to complete and return.

If you are unhappy with any aspect of our service please make a complaint to

A, Rhian Jones or Sera Jones - Leader

B, Y Pwyllgor - Chair person; Ann George

Treasurer; Bethan Jones

Secretary; Eleri Wyn Thomas

C, Management Body - Care and Social Service Inspectorate Wales (CSSIW)

Sarn Mynach

Cyffordd Llandudno

Sir Conwy

LL31 9RZ

0300 7900 126

cssiw.north@wales.gsi.gov.uk

Or refer to our complaints policy for more details, the policies are available to parents at the cabin.



FFIOEDD

**Bydd ffi o £5 y sesiwn i'r cylch meithrin,
£7 i Meithrin Mwy a £18 i sesiwn diwrnod**

Byddwn yn anfon anfoneb i chi ar ddiwedd pob mis yn nodi nifer y sesiynnau mae eich plentyn wedi ei fynychu a'r swm sy'n ddyledus. Gofynnwn i rieni a gwarchodwyr, yn unol â chyfundrefn y cylch dalu'r swm o fewn 14 diwrnod ar ôl derbyn yr anfoneb.

Gallwch dalu yn y ffyrdd canlynol:

- Trosglwyddiad banc yn syth i gyfrif banc y cylch (bydd manylion banc Y Cylch wedi ei nodi ar waelod yr anfoneb)
- Siec - gofynnwn i chi roi'r siec mewn amlen gyda enw'r plentyn wedi ei nodi'n glir ar yr amlen
- Arian parod - gofynnwn i chi roi'r arian mewn amlen gyda enw'r plentyn wedi ei nodi'n glir ar yr amlen
- Talebau Gofal Plant

Os hoffech dalu drwy ddefnyddio talebau gofal plant, gadewch i ni wybod pa ddarparwr yr ydych yn ddefnyddio. Bydd angen i ni gofrestru'r Cylch gyda'r darparwr. A fuasech gystal ag ebostio'r wybodaeth i post@cylchmeithrinfelinheli.org

[Rydym wedi cofrestru ar gyfer y cynllun peilot sydd yn cynnig 30 awr am ddim o mis medi 2107 ymlaen. Am fwy o wybodaeth cysylltwch a Uned Gofal Plant Gwynedd a mon ar 01248 352436 neu gofalplant30awr@gwynedd.llyw.cymru.](mailto:gofalplant30awr@gwynedd.llyw.cymru)

Byddwch yn derbyn anfoneb trwy law staff Y Cylch. Gallwch ddewis derbyn yr anfoneb trwy ebost. Cysylltwch trwy ddefnyddio'r ebost a nodir yn flaenorol os hoffech dderbyn eich anfoneb misol dros e-bost. Os na thelir y ffî o fewn yr 14 diwrnod, ni allwn warantu lle i'ch plentyn.

Noder na fydd plant sy'n 3 oed cyn y Nadolig yn talu am sesiynau Cylch Meithrin o fis Ionawr 2017 ymlaen. Hefyd, Os yw'r plentyn yn 3 oed cyn 31 Mawrth 2018, bydd sesiynau Cylch Meithrin am ddim ar ôl y Pasg. Yn yr achos yma, ni fyddwch yn derbyn anfoneb.

Bydd rhaid codi ffi o £10 am bob chwarter awr y bydd y plentyn yn y Cylch Meithrin ar ôl amser cau.



FEES

**There is a fee of £5 per session for Cylch Meithrin,
£7 for Meithrin Mwy and £18 for wrap around**

From January 2017 you will receive an invoice at the end of each month noting the number of sessions attended by your child, and the total payment due. As outlined in the application form, we ask that the payment is made within 14 days of receiving the invoice.

Fees can be paid by the following means:

1. Bank transfer to the Cylch's Bank Account (Bank details will be provided at the bottom of the invoice)
2. Cheque - we ask you to ensure that the cheques are placed in an envelope with your child's name clearly printed on the envelope
3. Cash - we ask you to place the cash in an envelope with your child's name clearly printed on the envelope
4. Childcare Vouchers

If you wish to pay with Childcare vouchers, please let us know your current provider so that we can register Y Cylch with the provider. In order to do this please email at: Bethan-Jones81@hotmail.com

The invoices will be handed out by members of staff. If you would prefer the invoice via email, please contact using the aforementioned email address.

We cannot ensure a place for your child at Cylch Meithrin if payments are not made within 14 days.

Please note that children who turn 3 years old before Christmas will not have to pay for Cylch Meithrin sessions from January 2017 onwards. Also, for children who turn 3 years old before March 2017 will not have to pay for Cylch Meithrin sessions after Easter. In this instance, you will not receive an invoice.

A fee of £10 will be charged for every quarter of an hour your child is here after we have closed.

[We have registered for the pilot scheme that will be offering 30hours free childcare from September 2017 onwards. For mor information contact Gwynedd a Mon childcare unit on 01248 352436 or \[gofalplant30awr@gwynedd.llyw.cymru\]\(mailto:gofalplant30awr@gwynedd.llyw.cymru\).](#)



ABSENODLEB / ABSENCES

Yn ystod cyfnod o absenoldeb oherwydd salwch byr-dymor neu wyliau, disgwylir ffê o £5/£7 y sesiwn. Mewn achos o absenoldeb tymor-hir oherwydd salwch ystyrir bob cais yn unigol.

During a period of short-term illness or holidays the following £5/£7 fee is expected per session. If absence is caused by a long-term illness each application is given individual attention.

MEWN ARGYFWNG / IN AN EMERGENCY

Os bydd eich plenty angen sylw mewn argyfwng, fe fyddwn yn cysylltu â chi ar unwaith. A wnewch chi sicrhau bod eich manylion cyswllt yn gywir ar bob adeg.

Os fydd angen triniaeth feddygol ar eich plentyn byddwn yn gweithredu yn unol â chaniatad a roddir gennych pan arwyddwyd ffurflen gofrestru eich plentyn.

Os bydd angen, byddwn yn cysylltu ar heddlu neu gwasanaethau brys.

Should your child need emergency attention we will contact you immediately. Please ensure that your contact details are kept up to date at all times.

If your child needs medical treatment we will follow instructions in the permissions form provided by you when you register your child.

If required, we will contact police or emergency services.

POLISIAU / POLICIES

Mae'r holl bosiliau i'w gweld ar ein gwefan neu allwch ofyn i weld copiau caled yn y Caban.

All our policies are available to see on our website or you can read them at the Caban.

Maent yn cynnwys y canlynol:/ Here is a list of some:

- *Polisi cydraddoldeb ac amrywiaeth / Equality and diversity policy*
 - *Polisi delweddu digidol / Digital images policy*
- *Polisi cyfrinachedd a diogelu data / Confidentiality and data protection policy*
 - *Polisi cludo / Transporting children policy*
- *Polisi cadw plant rhag crwydro / Keeping children from wondering*



**DOGFENNAU ERAILL AR GAEL YN Y CABAN NEU EIN SAFLE WE
OTHER DOCUMENTS AVAILABLE IN THE CABAN OR OUR WEBSITE**

Quality of care report

Operational plan

Estyn Report

CSSIW report

DEWCH DRAW I'N CYLCH NI AM HWYL A SBRI!!!!

COME ALONG TO OUR CYLCH FOR LAUGHTER AND FUN!!!

Hoffai'r Staff ac aelodau'r Pwyllgor Rheoli groesawyr plant a rhieni newydd i'r cylch. Mae hwn yn gyfle gwyh i chi fod yn ran o gymuned cyfeillgar a bywiog Cylch Y Felinheli.

The Staff and members of the Committee would like to welcome new children and their parents to the Cylch. This is a brilliant opportunity for you to be a part of the friendly and lively community of Cylch Y Felinheli.

