

**DATGANIAD O DDIBEN**

**NOD AC AMCANION:**

Nod Cylch Meithrin Tycroes yw darparu gofal ac addysg cyfrwng Cymraeg o ansawdd i blant o 2 oed hyd at oed ysgol statudol.

**OEDRAN:** Mae’r Cylch Meithrin yn cymryd plant o 2 oed hyd at oed ysgol statudol.

**RHYW:** Bachgen/Merch

**IAITH:** Mae’r Cylch Meithrin yn gweithredu trwy gyfrwng y Gymraeg.

**NIFER Y PLANT:**

Mae Cylch Meithrin Tycroes yn aros i gofrestru gydag Arolygiaeth Gofal Cymru (AGC) ar gyfer 19 o blant ar unrhyw adeg.

**CYFLEUSTERAU:**

Mae’r cyfleusterau a gynigir i blant a’u teuluoedd yn cynnwys:

● Dau ystafell benodol wedi ei chynllunio i greu amgylchedd ysgogol

● Dau toiled i ferched a bechgyn, yn gynnwys toiled anabl / defnydd staff

● Ardal gorffwys er mwyn ymateb i anghenion corfforol pob plentyn unigol

● Ardal chwarae tu allan (concrit)

● Cegin ar gyfer paratoi byrbryd

**GWASANAETH**

Mae Cylch Meithrin Tycroes yn cynnig gofal safonol, hyblyg a fforddiadwy i rieni/gwarchodwyr sydd yn dymuno defnyddio’r gwasanaeth.

Mae’r ddarpariaeth ar agor fel yr isod am 39 wythnos y flwyddyn yn ystod tymor ysgol yn unig:

Dydd Llun 09:00 tan 11:30 Dydd Mawrth 09:00 tan 11:30

Dydd Mercher 12:30 tan 15:00 Dydd Iau (Ti a Fi) 09.15 tan 11am

Dydd Gwener 09.00 tan 11:30

**GWEITHGAREDDAU**

Blaenoriaeth y Cylch Meithrin yw hapusrwydd bob plentyn. Cynigir y gofal mewn amgylchedd diogel lle gall plant fanteisio ar amrywiaeth eang o weithgareddau a phrofiadau sy’n eu galluogi i ddysgu a datblygu i’w llawn botensial. Mae’n dilyn cwricwlwm blynyddoedd cynnar cenedlaethol er mwyn sicrhau bod pob plentyn yn cael y cychwyn gorau posib ymhob agwedd o’i addysg cyn ysgol.

**STAFF**

Darperir y gwasanaeth gan staff cymwys ac ymroddgar a chynigir rhaglen o hyfforddiant mewn swydd i sicrhau bod ganddynt yr wybodaeth a’r sgiliau sydd yn angenrheidiol i ddarparu gofal ac addysg o’r safon uchaf posibl.

**POLISI DERBYN PLANT**

Mae croeso i bob plentyn mynychu’r Cylch Meithrin gwaeth beth fo’i anghenion, liw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd Cylch Meithrin Tycroes yn cydymffurfio ag amodau cofrestru AGC parthed y nifer o blant a ganiateir.

**POLISI CYFLEODD CYFARTAL**

Bydd Cylch Meithrin Tycroes yn sicrhau bod pob agwedd o’i weithgareddau yn hyrwyddo cyfle cyfartal i bob unigolyn, beth bynnag fo’i genedl, lliw, hil, rhyw, anabledd, crefydd, oed diwylliant neu ddosbarth cymdeithasol. Bydd hyn yn cynnwys mynediad i weithgareddau, triniaeth gyfartal a pharch tuag at bob unigolyn.

**AMREDIAD ANGHENION**

Y nod yw darparu cefnogaeth briodol i blant gydag anghenion ychwanegol ble bynnag y gallwn, fel yr angen. Mae’r gwasanaeth yn cael eu darparu yn ôl y gofynion a’r amodau a amlinellir yng Nghytundeb Gofal Plant.

**DIOGELU PLANT**

Nod y Cylch Meithrin yw sicrhau lles, diogelwch a ffyniant pob plentyn dan ei ofal. Mae Cylch Meithrin Tycroes yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy’n gofalu amdano yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant bob plentyn yn bwysig i Gylch Meithrin Tycroes.

**POLISI GADAEL A CHASGLU PLANT**

Mae Cylch Meithrin Tycroes yn sicrhau bod trefniadau addas ar gael i adael a chasglu pob plentyn yn ddiogel. Cofnodir manylion pob unigolyn sy’n debygol o gasglu’r plentyn a gofynnir i rieni/gwarchodwyr ddarparu llun o bob person fydd yn debygol o gasglu’r plentyn. Mae’n ofynnol i rieni/gwarchodwyr hysbysu Cylch Meithrin Tycroes, yn ysgrifenedig os yn bosib o unrhyw newid yn drefniadau casglu.

**GWEITHDREFN I’W DILYN MEWN ACHOS O GAU MEWN ARGYFWNG**

Mewn sefyllfaoedd arbennig neu mewn achos argyfwng, efallai y bydd angen cau Cylch Meithrin Tycroes ar fyr rybudd. Os fydd angen cau ar fyr rybudd, bydd staff yn cysylltu gyda rhieni/gwarchodwyr dros y ffôn gan ddefnyddio rhifau cyswllt mewn argyfwng a ddarperir gan rieni/ gwarchodwyr ar y Ffurflen Cofrestru Plentyn (P1-11) gan roi cymaint o rybudd ac sy’n bosib.

Os fydd angen cau mewn argyfwng yn ystod amser sesiwn y ddarpariaeth, bydd y staff yn cysylltu â’r rhieni / gwarchodwyr drwy ddefnyddio'r rhifau ffôn cysylltiadau brys. Bydd y staff yn aros gyda’r plant nes eu bod yn cael eu casglu. Cysylltir gyda’r rhieni/gwarchodwyr i gadarnhau dyddiad ail agor y ddarpariaeth.

**CANMOL A CHWYNO**

Nod y Cylch Meithrin yw darparu gwasanaeth o safon ymhob agwedd o’i gwaith. Croesewir barn a sylwadau rhieni/gwarchodwyr am y gwasanaeth, fel y gellir ei wella os oes angen. Ceisir datrys unrhyw broblemau neu gwynion mewn modd adeiladol cyn gynted â phosibl. Dylid cyfeirio unrhyw gwyn neu sylw at Arweinydd Cylch Meithrin Tycroes y cylch yn y lle cyntaf. Os na cheir datrysiad boddhaol, gellir cysylltu â’r Unigolyn Cyfrifol. Mae manylion cyswllt wedi’u nodi isod ac ar hysbysfwrdd y rhien / gwarchodwyr.

**POLISÏAU/ADRODDIADAU**

Cedwir copi llawn o’r holl bolisïau/adroddiadau amrywiol ar hysbysfwrdd rhieni / gwarchodwyr o fewn y Cylch Meithrin.

**COFRESTRU**

Bydd angen i bob rhiant/gwarchodwr y plant sy’n mynychu’r Cylch Meithrin llenwi pob ffurflen cofrestru yn nodi manylion llawn bob plentyn cyn dechrau.

**TERMAU AC AMODAU**

Fel y nodir yng nghytundeb y Rhieni /Gwarchodwyr.



**STATEMENT OF PURPOSE**

**AIMS AND OBJECTIVES**

Cylch Meithrin Tycroes aims to provide quality Welsh-medium care and education for children from 2 years old up to statutory school age.

**AGE:** Cylch Meithrin Tycroes accepts children from 2 yrs to statutory school age.

**GENDER:** Boy/Girl

**LANGUAGE:** The provision operates through the medium of Welsh.

**NUMBER OF CHILDREN**

Cylch Meithrin Tycroes has registered with Care Inspectorate Wales (CIW) for 19 children at any one time.

**FACILITIES**

The facilities offered to the children and families include:

* Two specific rooms designed to create a stimulating environment
* Two toilets for girls and boys, one of which for disabled / staff use
* Rest area to accommodate the physical needs of each individual child
* An outside play area (concrete)
* A kitchen for preparation of snacks

**SERVICE**

Cylch Meithrin Tycroes offers quality, flexible and affordable childcare to parents/guardians who require the service. The service is open as below for 39 weeks of the year during school term time only:

Monday 09:00 until 11:30 Tuesday 09:00 until 11:30

Wednesday 12:30 until 15:00 Thursday (Ti a Fi) 09:15 until 11:00

Friday 09.00 until 11:30

**ACTIVITIES**

The happiness of every child is a priority at Cylch Meithrin Tycroes. The best possible care is offered in a safe and stimulating environment where children can benefit from a wide range of play activities and experiences which enable them to learn and develop to their full potential. Cylch Meithrin Tycroes follows the National Early Years Curriculum, which ensures that each child receives the best possible start in all aspects of his/her education.

**STAFF**

The service is provided by qualified and dedicated staff. A programme of in-service training is offered to ensure staff have the essential knowledge and skills to provide care and education of the highest standard.

**ADMISSIONS POLICY**

Every child who is within the appropriate age range is welcome to attend Cylch Meithrin Tycroes, regardless of his/her needs, colour, race, language, religion, social class or family situation. The nursery will conform to the conditions of CIW regarding the age of the children and the numbers allowed.

**EQUAL OPPORTUNITIES**

Cylch Meithrin Tycroes seeks to ensure that all aspects of its activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age, culture or social class. This will include access to activities, equal treatment and respect towards each individual

**NEEDS OF THE CHILD/CHILDREN**

The aim is to provide appropriate support to each child who has additional learning needs wherever possible, and as required. The service is delivered within the terms and conditions noted in the Childcare contract.

**SAFEGUARDING CHILDREN**

Cylch Meithrin Tycroes aims to ensure the welfare, safety and happiness of all children in its care. The Cylch Meithrin believes that each child has the right to expect all adults caring for him/her will protect him/her from any harm. The happiness, safety and well-being of every child is important to Cylch Meithrin Tycroes.

**LEAVING AND COLLECTING CHILDREN**

Cylch Meithrin Tycroes ensures that appropriate measures are put in place to leave and collect children safely. A note is made of each individual that is likely to collect the child and the parents are asked to provide a picture of the persons who are likely to collect the child. It is essential that parents/guardians inform Cylch Meithrin Tycroes in writing if possible, of any changes in the collecting arrangements.

**GUIDELINES TO FOLLOW IN A SITUATION OF CLOSING IN AN EMERGENCY**

In special circumstances or in an emergency, Cylch Meithrin Tycroes may need to close at short notice. If it is necessary to close at short notice, the staff will contact the parents/guardians by phone, using the contact emergency numbers noted by parents/guardians on the Registration Form (P1-11) giving as much notice as possible. If it is necessary to close in an emergency during opening hours of the nursery, the staff will contact parents/guardians by using the same emergency numbers. The staff will stay with the children until they are collected. The parents/guardians will be contacted to confirm the date of re-opening the Cylch Meithrin.

**COMPLIMENTS AND COMPLAINTS**

Cylch Meithrin Tycroes aims to provide a service of the highest quality in all aspects of its work. Views and comments from parents/guardians about the provision are welcomed, so that the service may be improved if necessary. Any complaints will be dealt with in a constructive way as soon as possible. Any complaints/comments should be made to the Leader in the first instance. If a complaint is not resolved satisfactorily, contact should be made with the Responsible Individual.

**POLICIES/REPORTS**

A full copy of the various policies/reports are kept in the Cylch Meithrin.

**REGISTRATION**

Every parent/guardian whose child is to attend the Cylch Meithrin, must complete all registration forms noting full details of the child before starting**.**

**TERMS AND CONDITIONS**

As indicated in the parents/guardians contract.



. **HYRWYDDO YMDDYGIAD CADARNHAOL**

Nod Cylch Meithrin Tycroes yw darparu amgylchedd sy’n seiliedig ar ganllawiau clir, teg a chyson, ac sy’n hyrwyddo dealltwriaeth plentyn o ymddygiad derbyniol.

Bydd Cylch Meithrin Tycroes yn sicrhau bod pob dull a ddefnyddir o reoli ymddygiad yn addas ar gyfer oedran a lefel datblygiad y plentyn unigol. Bydd staff y Cylch Meithrin yn sicrhau bod cysondeb yn y dulliau a ddefnyddir o ddydd i ddydd, ac o berson i berson. Ymhob achos lle mae ymddygiad plentyn yn achosi gofid, bydd staff y cylch yn trafod y sefyllfa yn bositif gyda rhieni/gwarchodwyr yn ddiymdroi, ac yn datblygu cynllun gweithredu ar y cyd i’w ddefnyddio yn y Cylch Meithrin ac yn y cartref.

**CYNHWYSIANT A CHYFLE CYFARTAL**

Mae Cylch Meithrin Tycroes yn ymrwymo i roi cefnogaeth briodol i bob plentyn sydd ag anghenion addysgol arbennig. Bydd Cylch Meithrin Tycroes yn gweithio mewn partneriaeth a’r Cynllun Cyfeirio lleol, ac asiantaethau perthnasol eraill i sicrhau cymorth a chefnogaeth i’r plentyn a’i deulu.

**POLISI AMDDIFFYN PLANT**

Bydd Cylch Meithrin Tycroes yn amddiffyn pob plentyn dan ei ofal. Mae Cylch Meithrin Tycroes yn credu bod gan bob plentyn yr hawl i ddisgwyl bod yr oedolion sy’n gofalu amdano/amdani yn ei amddiffyn rhag pob niwed. Mae hapusrwydd, diogelwch a ffyniant pob plentyn yn bwysig i Gylch Meithrin Tycroes.

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**Arolygiaeth Gofal Cymru (AGC)**

Mae AGG yn arolygu’r ddarpariaeth. Bydd Cylch Meithrin Tycroes yn derbyn arolygiaeth gan yr AGC



***ADMISSIONS***

*Cylch Meithrin Tycroes welcomes every child, whatever his/her needs, colour, race, religion, social class or family situation. Cylch Meithrin Tycroes conforms to the registration conditions as laid down by CIW regarding the number of children allowed in the setting.*

***PROMOTING POSITIVE BEHAVIOUR***

*Cylch Meithrin Tycroes aims to provide an environment based on clear, fair and consistent guidelines which promote a child’s understanding of acceptable behaviour.*

*Cylch Meithrin Tycroes will ensure that every method of behaviour management that is used is appropriate for the age and level of development of the individual child. The nursery staff will ensure that there is a consistency in the methods that are used from day to day and from person to person.*

*In every case where a child’s behaviour causes anxiety, the nursery staff will discuss the situation with the parents/carers without delay and develop a combined plan of action to be used in the setting and in the home.*

***INCLUSION***

*Cylch Meithrin Tycroes is committed to providing appropriate support to each child who has special educational needs. Cylch Meithrin Tycroes will work in partnership with the local Referral Scheme and other relevant agencies to ensure help and support for the child and his/her family.*

***CHILD PROTECTION***

*Cylch Meithrin Tycroes will protect all children in its care. Cylch Meithrin Tycroes believes that each child has the right to expect that adults caring for him/her will protect him/her from any harm. The happiness, safety and wellbeing of every child is important to Cylch Meithrin Tycroes.*

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***CARE INSPECTORATE WALES (CIW)***

*The provision is inspected by the Care Inspectorate Wales (CIW) .The Cylch Meithrin will be subject to CIW inspections.*

**POLISI SALWCH/SICKNESS POLICY**

**Er lles pawb, ni dderbynnir eich plentyn i Gylch Meithrin Tycroes os yw ef/ hi yn dioddef o**

**unrhyw salwch heintus. Rhaid cymryd sylw o’r cyfnodau o absenoldeb a argymhellir isod**

**mewn achosion o salwch.**

*In everyone’s interest, Cylch Meithrin Tycroes will not accept any child whilst he/she is suffering*

*from any infectious disease. Parents must observe the recommended periods of absence if there*

*is affected by illness – as outlined below:*

**Amser i ffwrdd o’r cylch gyda salwch**

*Period of time away from the Cylch Meithrin with illness*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salwch  Illness | 24  Awr/hour | 48  Awr/hour | 72  Awr/hour | Dim symptomau  No symptoms | Hollol iach  Completely free | Penderfyniad y rheolwr  Manager’s discretion |
| **Llid y coluddion**  Gastro-enteritis |  |  |  |  | X |  |
| **Cyfog**  Sickness |  | X |  |  |  |  |
| **Dolur rhydd**  Diarrhoea |  | X |  |  |  |  |
| **Anhwylder Llygaid**  Eye Disorders  **Llid yr amrannau**  Conjunctivitis |  | X |  |  |  |  |
| **Brech Goch**  Measles |  |  |  |  | X |  |
| **Clwy’r pennau**  Mumps |  |  |  |  | X |  |
| **Y Frech Almaenig**  Rubella |  |  |  |  | X |  |
| **Y Dwymyn Goch**  Scarlet Fever |  |  |  |  | X |  |
| **Pâs**  Whooping cough |  |  |  |  | X |  |
| **Tarwden**  Ringworm |  |  |  |  | X |  |
| **Tymheredd Uchel**  High Temperature |  |  |  |  |  | X |
| **Y Llindag**  Thrush |  |  |  | X |  |  |
| **Llau Pen**  Head Lice |  |  |  | X |  |  |
| **Annwyd**  Common Cold |  |  |  |  |  | X |
| **Impetigo**  Impetigo |  |  |  |  | X |  |
| **Llid yr Ymennydd**  Meningitis |  |  |  |  | X |  |
| **Y Crafu**  Scabies |  |  |  |  | X |  |
| **Tonsilitis**  Tonsillitis |  |  |  | X |  |  |
| **Haint yn y glust**  Ear Infection |  |  |  | X |  |  |
| **Haint ar y frest**  Chest Infection |  |  |  | X |  |  |
| **Clwy wedi ei bwytho**  Stiched Wound |  |  |  |  |  | X |
| **Brech yr Ieir**  Chicken Pox |  |  |  |  | X |  |

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**MANYLION CYSWLLT / CONTACT INFORMATION**

**Cyfeiriad / Address: Cylch Meithrin Tycroes**

Neuadd St Edmunds

Heol Rhydaman,

Tycroes,

Ammanford

Sir Gaerfyrddin

SA18 3QJ

**Arweinydd / Leader:** Louise Peregrin (Ar cyfnod mamoliaeth)

**Arweinydd Dros Dro:** Lleucu Edwards

**Ffôn / Telephone:** 07394634869

**Ebost / Email:** cylchmeithrintycroes@gmail.com

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**Unigolyn Cyfrifol /**

**Responsible Individual: Cyng** Tina Higgins

16 Heol Pen y Garn

Tycroes

Rhydaman

SA18 3PF

**Ffôn / Telephone:** 07917198286

**Ebost / Email:** [TMHiggins@carmarthenshire.gov.uk](mailto:TMHiggins@carmarthenshire.gov.uk)

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**AGC:** Arolygiaeth Gofal Cymru (AGC)

Rhanbarth De-orllewin Cymru

Adeiladau’r Llywodraeth

Heol Picton

Caerfyrddin

SA31 3BT

**CIW :** Care Inspectorate Wales (CIW)

South West Wales Region

Government Buildings

Picton Terrace

Carmarthen

SA31 3BT

**Ffôn / Telephone:** 0300 7900 126

**Ebost / Email:** [cssiw.southwest@wales.gsi.gov.uk](mailto:cssiw.southwest@wales.gsi.gov.uk)

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