

Cylch Meithrin Rhyd y Llan

GENERAL INFORMATION

Mudiad Meithrin is the principal provider of Welsh-medium care and education in Wales. With over 180 professional staff all over Wales, the Cylch is able to benefit from specialist advice on a national level.

The Cylch is located at the new Ysgol Rhyd y Llan in the village of Llanfaethlu.

The happiness and safety of each and every child is Cylch Meithrin Rhyd y Llan's priority. The Cylch offers the best possible care in a happy and secure atmosphere, and the opportunity for each child to reach his or her full potential by learning through play. The Cylch has equipment such as, toys and resources which reflect the developmental needs and the age range of the children. Activities for children over 2½ years of age reflect the Foundation Phase 3-7 years old (The National Early Years Curriculum in Wales) so that the Cylch can ensure that each child receives the best possible start in all aspects of his/her education. Careful attention has been given to planning the outside play areas, so that the Cylch can offer children opportunities for stimulating activities in the open air.

The staff are trained and experienced to ensure that each child receives appropriate and tender care and attention. Consideration is given to each individual child's developing needs including socialising, learning and play.

By registering your child at Cylch Meithrin Rhyd y Llan you may be assured that your child's development will be a sure and positive one.

Cylch Meithrin Rhyd y Llan

STATEMENT OF PURPOSE

Aims and Objectives

Cylch Meithrin Rhyd y Llan aim is to provide sessional care and early years' education of a high standard through the medium of the Welsh language to children from 2½ years to school nursery age.

Number of Children

The Cylch is registered to accept 19 children.

Registration

Cylch Meithrin Rhyd y Llan is registered with Care and Social Services Inspectorate Wales (CIW) for 19 children.

The address of the nearest office is:

AGC Rhanbarth Gogledd Cymru
Adeiladau'r Llywodraeth
Sarn Mynach
Cyffordd Llandudno
Conwy
LL31 9RZ

Ffôn: 0300 7900126

E-bost: CIW@gov.wales

Staff in the Cylch

Leader:

Miss Sioned Eleri Jones:

Level 3 Early Years Care and Education.

Paediatric First Aid

Level 2 Food Safety in Catering.

Safeguarding Children and Safeguarding Children Higher course Group C

Health and Safety

Cylch Meithrin Rhyd y Llan

Manual Handling

Assistants:

Miss Lowri Wyn Owen

Level 3 Early Years Care and Education.
Paediatric First Aid
Level 2 Food Safety in Catering.
Safeguarding Children
Health and Safety
Manual Handling

Apprentice:

Miss Elin Owen

Working towards Level 3 Early Years Care and Education. (Cam wrth Gam)

Staff Professional Development

Staff attend courses by Mudiad Meithrin and Anglesey Children's Partnership in Early years Education. Staff have also attended Makaton training.
All members of staff have been checked by DBS
DBS = Disclosure and Baring Services

Committee Members

Chairperson: Caryl Parry

Treasurer: Mrs Gwen Llinos Williams

Secretary : Mari Wyn Williams

Responsible Individual: Mrs Gwen Llinos Williams

As the Cylch Meithrin is a Charity we rely on our Committee to support the running and management of the Cylch. It is essential that we have a full committee for the Cylch to be open. The committee members volunteer their services. The members of the committee are enthusiastic and supportive of the Cylch. Parents are invited to the annual general meeting and may be elected to be a member of the committee. The committee appreciates parents support.

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The Provsion

Facilities

Cylch Meithrin Rhyd y Llan is a Cylch Meithrin established to serve the children of Llanddeusant, Llanfaethlu, Llanfachraeth, Llanrhuuddlad and Rhydwyn. It is located at Rhyd y Llan School in a classroom suitably adapted with appropriate indoor and outdoor facilities with appropriate parking facilities.

The Cylch has a wide range of high-quality equipment for the purpose of encouraging learning through play. The atmosphere is warm and welcoming and designed to promote children's development.

The building

- Suitable security systems to control entry to and from the building including a gate which is only opened to welcome children into and out of the Cylch.
- A room suitably adapted to provide a stimulating environment
- Toilets for Children and Staff
- Kitchen
- An outside playing area
- Car Park

Language

The Cylch operates through the medium of welsh. The immersion method is used to introduce the language to the children.

Opening Times

We have enrolled with AGC as a full day care and the sessions will be divided as follows:

The provision for Cylch Meithrin will be open for two hours morning sessions: Monday, Tuesday, Wednesday, Thursday and Friday, 9:00 – 11:00, (2 and a half year old – 3 years old for 10 hours per week) over 39 weeks per year excluding Bank Holidays in line with Anglesey County Council school holiday dates.

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The provision for the care sessions will be open from 11:00 – 15:00, (including the free child care for 3 year old, this is for the term following their third birthday for up to 20 hours per week) over 39 weeks per year Mon - Friday excluding Bank Holidays in line with Anglesey County Council school holiday dates.

Fees

The Cylch Meithrin morning sessions fees are £8 per morning. The Wrap Around sessions are £6.50 per hour (Wrap around sessions can also be covered by the government funded scheme of 30 hours free childcare for three year olds, please ask staff for more information).

The daily fee must be paid even if the child is absent, any other circumstances can be discussed with the committee.

There is also a possibility that the sessions prices might increase from the time you register your child to the time your child will start attending the Cylch. The Cylch has the right to increase the fees mid school year, you will be notified the term before the increase of prices.

Children have the right to 10 hours of nursery education a week free of charge from the beginning of the term following their 3rd birthday. The cut off dates are December 31, March 31 and August 31.

We ask you kindly to let the leader know when your child is absent for any reason including holidays taken during term times.

Admissions

The Cylch conforms to the requirements of the 1989 Children's Act regarding the age and number of children permitted. A copy of our Admissions Policy is available at the Cylch. It is necessary for each parent to complete a registration form and contract before their child can start at the Cylch.

No child will be released from the setting to anyone other than those noted on the Child Collection Form. If there is any change it is expected that the parent will inform the staff when dropping the child off at the beginning of the session.

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Safeguarding Children

In respect of Cylch Meithrin Rhyd y Llan Safeguarding Children Policy we must inform you that it is the Cylch Meithrin staff's duty to pass on any information regarding child protection issues to the Social Services, NSPCC or Police.

Quotation from the Policy:

If a Leader/Staff suspects that a child is being abused as a result of physical marks on the child, behavioural signs or that the child himself/herself makes such claims, the Leader of the cylch will take action immediately by contacting the Officer on Duty at the local office of the Social Services Department or/and the Police or the NSPCC. The Leader will be responsible for confirming this in writing within 24 hours. The Leader will also inform the cylch's Responsible Individual and CIW.

Healthy Eating

We will provide a drink of milk or water and a healthy and nutritious snack for your child in Cylch session. Children in the Care session are to bring their own pack lunch. We also make opportunities for the children to try different food's and opportunities to cook as well

Activities

Cylch Meithrin Rhyd y Llan priority is the happiness of every child. Care is provided in a safe and encouraging environment with a wide range of playing opportunities that will allow each child to develop to their full potential. The Cylch is an Early Education provision and adheres to the principles of the Foundation Phase. The Cylch will ensure that each child gets the best start in all aspects of their care and early education. To ensure that quality is maintained the Cylch will be inspected by Estyn and CIW.

Your child will have the opportunity to:

- Play and socialise with other children.
- Learn though play both inside and outside.
- Play with sand, water, play dough, nature, role play, jigsaws, toys, table top games, bikes etc.

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- Listen to stories, sing and dance.

Foundation Phase

The aim of the foundation phase is to enrich children's experiences in order to develop their imagination and their creativity and to enjoy the process of learning. Children have opportunities to explore the world around them, and to understand how things work by taking part in real hands on experiences.

Planning in the Moment

Planning in the moment is about taking advantage of the time to move children forward in their development. This is based on what interests the child. This way of planning relies on skilled practitioners. This means that the practitioner uses skills to observe what the child is doing and be able to move the child on, assesses the teachable moment from the child's perspective and is skilled enough to know when to intervene and when to stand back and observe.

We will need to:

- ensure that the child feels valued, important, interesting, capable, and able to learn as well as acquire knowledge, skills, attitude and understanding of them in order to make progress in one or several of the developmental pathways in the Curriculum for Wales.
- gain a solid understanding of knowledge, skills, attitude and progress through play and development at this time.
- plan invitations to learn that engage the children.
- review the learning environment, indoors and outdoors, constantly to ensure that the children develop gross and fine motor skills on a daily basis.
- ensure that the activities/resources provided in the areas are attractive, stimulate the imagination and generate interest.

Observations

Each child is a focus child for at least 1 week per term and receives attention and the opportunity to develop skills regularly that practitioners record in their booklet "Taith Dysgu" following the principles of Anna Ephgrave. This records what the focus children have done and how we can develop the learning further. We will notify you the week before to let you know that your child is a focus child. Planning in the moment is about seizing the moment of engagement and running with it to ensure the children move forward.

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Practitioners must observe, play, interact and develop the focus children's learning to ensure the child develops to its full potential.

The observations must be based on quality interaction between children or children and practitioners.

The Learning Journey will include any teaching that has taken place or progress that your child has made.

At the end of the year the Learning Journey will be sent home to the parent/carers.

Taith i laith

As an Early years setting, we are taking part in the Taith i laith scheme which is has been created by the Anglesey Department of Education. This is an exciting scheme and the first of its kind in Wales and it is a privilege for us as a setting to be piloting it.

The purpose of Taith i laith is -

- Developing bilingualism
- Build the children's confidence to use the Welsh language confidently
- Fostering positive attitudes towards the Welsh language and increasing its use.

The Welsh Government's aim is to have one million Welsh speakers by 2050. This is a long-term aim and the Taith i laith Scheme is one of Anglesey's contributions.

In order to reach the goal, as a setting we have introduced a number of interesting aspects, e.g. borrowing story sacks to go home, establishing a library and singing songs using Makaton to ensure that the child is central in the learning and enjoys the experience.

Additional Educational Needs

Our aim in the Cylch is to give every child the opportunity to take full advantage of Welsh Nursey education. If you have any concerns on the development of your child, please talk to a member of staff so we can create a plan for their educational needs.

The staff work closely with external agencies to implement individual play plans to ensure that the child receives additional help to develop.

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Learning Journey Book

We record the development of each child during their time at the cylch and parents are invited to have a formal discussion about the development of their child at the end of each term during their time at the Cylch Meithrin.

Every child has a book which contains comments by the leader and staff, photographs and creative work which is added throughout their time at the cylch, as you look through the book you will see the clear development your child has made.

Parents / Guardians

The Cylch supports the principle of accepting parents/guardians and children's views on the service provided to ensure we maintain the highest possible standards. We evaluate the service twice per academic year and parents are asked to complete an Evaluation of the Service Questionnaire (GG). We will hold an open day once a year to share information regarding activities provided for your child and also to discuss their development and achievements within the Cylch.

Compliments and Complaints Procedure

We always welcome your comments on our service in order that we can continually make improvements. As parents/guardians you will be made aware of the procedure for making compliments and complaints before your child starts at the Cylch.

If you wish to complain regarding any aspect of our work then you should initially tell the Leader verbally, if a more formal approach is needed then do so in writing to the Responsible Individual – Gwen Williams –

gwen@penrhynfarm.com. However if the problem has not been dealt with satisfactorily contact CIW.

CIW North Wales Region,
Government offices,
Sarn Mynach,
Llandudno Junction,

Cylch Meithrin Rhyd y Llan

LL31 9RZ
0300 7900 126

Health and Safety

The Cylch conforms to the requirements of the Health and Safety regulations and does everything reasonably possible to ensure the health and safety of everyone at the cylch e.g. protection from the sun, asthma, checking equipment, food hygiene etc.

The Cylch ensures that at least half the staff have a current First Aid Certificate and attend regular training.

All electrical appliances and fire protection equipment are tested annually.

Emergency

If an emergency occurs the children's safety is our priority, we will then contact each parent to come and collect the children.

In exceptional circumstances or in an emergency it may be necessary to close the Cylch Meithrin at short notice. If it is necessary to close at short notice the staff will contact the parents/guardians by telephone by using the telephone numbers given by the parents/guardians on the registration form (P1) giving as much notice as possible. If it becomes necessary to close due to an emergency during the session, staff will contact the parents/guardians using the emergency contact numbers. Staff will remain with the children until they are collected.

Parents/guardians will be contacted to confirm the date the setting will re-open.

Medical Emergency

If a child requires emergency medical treatment and the Cylch is unable to contact the parents or any other emergency contact, the Cylch will make the necessary arrangements to ensure the child's wellbeing.

By signing the childcare contract, the Cylch is given permission to carry out emergency arrangements.

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Accidents

Accident and Incident Books are provided in the Cylch. If a serious accident or incident happens to a child, member of staff or visitor at the Cylch then this must be reported to Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) regulations and CIW within 14 days.

Bad Weather Procedure

The Cylch leader will contact the Responsible Individual early in the morning. A decision regarding closing the Cylch will be made if there is snow following the lead of the local authority on school closures and if staff can safely reach their work. If the decision is taken to close the leader will contact parents by text, Facebook or phone.

If bad weather strikes when the children are at the Cylch the leader will make the decision to close or not, considering the following:

Is it safe for the parents to come to collect their children?
Can staff get home safely?
Parents will be informed as above.

This Statement of Purpose will be reviewed annually.
CIW will be notified of any changes within 28 days of the changes being made.

Cylch Address and Telephone number

Cylch Meithrin Rhyd y LLan
Llanfaethlu
Caergybi
Ynys Mon
LL65 4PQ

Telephone Number 07470151840

FFURFLEN INCWM A GWARIANT / INCOME AND EXPENDITURE SHEET

	UNION / EXACT	UNION / EXACT	AMCANGYFRIF / ESTIMATE
INCWM / INCOME	BLWYDDYN / YEAR 01.04.2023-31.03.2024	BLWYDDYN / YEAR 01.04.2024-31.03.2025	BLWYDDYN / YEAR 01.04.2025-31.03.2026
Grant Mudiad Meithrin Grant	—	—	—
Grant Arian Plant 3 oed / 3yr old Education Funding Grant	7,290-00	11,059-54	8,000-00
Grant Cynladwydd / Sustainability Grant	—	—	—
Grant Dechrau'n Deg / Flying Start Grant	—	—	—
Grantiau Eraill / Other Grants	27,560-00	23,465-00	30,000-00
Incwm Hyfforddi ac Incwm Cynllun Cyfeirio / Training In- come & Referral Scheme Income	978-93	—	800-00
Ffioedd Plant / Children's Fees	4,225-00	11,686-50	5,000-00
Codi Arian / Fundraising	1,362-20	226-00	500-00
Rhoddion ag Eraill/ Donations & Sundries	—	—	100-00
Cyfanswm Incwm / Income Total A	41,416-13	46,437-04	44,400-00
Gwariant / Expenditure	BLWYDDYN / YEAR 01.04.2023-01.03.2024	BLWYDDYN / YEAR 01.04.2024-31.03.2025	BLWYDDYN / YEAR 01.04.2025-31.03.2026
Cyflogau a Costau TWE/ Salaries and PAYE costs	52,307-15	46,968-43	50,000-00
Costau Rhent, Gwres ayyb / Rent & Heating Costs etc	—	—	—
Ffioedd Cofrestru / Registration Fees	125-00	180-00	200-00
Offer, Nwyddau ag Adnoddau / Equipment Materials & Resources	6,797-01	4,593-58	5,000-00
Costau Bwyd a Diod / Food & Drink Costs	647-46	415-65	500-00
Codi Arian/Marchnata / Fund-raising/Marketing	100-00	330-00	200-00
Eraill (e.e. hyfforddiant) / Other (e.g. training)	572-19	879-83	700-00
Cyfanswm Gwariant / Expenditure Total B	60,275-03	53,367-49	56,600-00
Gweddill (diffyg) am y flwyddyn = A - B Surplus (deficit) for the year C	-18,858-90	-6,930-45	-12,200-00
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswm pob Cyfrif banc) / Cash at year start (this should include the totals of all bank accounts) CH	46,279-65	27,420-75	20,490-30
Arian ar ddiwedd y flwyddyn = C + CH Cash at Year End D	27,420-75	20,490-30	8,290-30

CYNLLUN BUSNES/ *BUSINESS PLAN*

CYLCH MEITHRIN RHYD Y LLAN LLANFAETHLU YNYS MON LL65 4YG

Dyddiad: <i>Date:</i>	Updated 18/11/2024
Paratowyd gan: <i>Prepared by:</i>	Gwen Williams, Person Gyfrifol

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1. CRYNODEB GWEITHREDOL / EXECUTIVE SUMMARY

Mae'r Cylch Meithrin wedi'i leoli yn Ysgol Rhyd y Llan, Llanfaethlu, Ynys Mon LL65 4YG /
The Cylch Meithrin is located at Ysgol Rhyd y Llan, Llanfaethlu, Ynys Mon LL65 4YG.

Elusen gofrestredig yw'r Cylch sy'n cael ei reoli gan dîm o wirfoddolwyr. Mae'r Cylch Meithrin yn dibynnu'n llwyr ar grantiau, ffioedd y plant, codi arian a rhoddion /
The Cylch is a Registered Charity, managed by a team of volunteers. The Cylch Meithrin depends entirely on grants, children's fees, fundraising and gifts.

Mae'r Cylch Meithrin yn darparu gwasanaeth o safon uchel drwy gyfrwng y Gymraeg, sy'n adlewyrchu natur y gymdeithas gan fod rhan helaeth y plant sy'n mynychu yn dod o gartrefi Cymraeg. Bydd pob plentyn yn parhau â'i addysg trwy gyfrwng y Gymraeg ar ôl gadael y Cylch /
The Cylch Meithrin provides a high-quality service through the medium of Welsh, which reflects the nature of the society, as most of the children who attend the Cylch come from Welsh-speaking households. Each child will continue to pursue Welsh-medium education after they leave the Cylch.

Mae'r Cylch Meithrin wedi ei gofrestru gyda Arolygaeth Gofal Cymru (AGC) fel Gofal Dydd Sesiynol ar gyfer 19 o blant 2-3 oed a 19 o blant 3-4 oed. Mae'r Cylch wedi cofrestru fel Darparwr Addysg 3 oed /
The Cylch Meithrin has been registered with the Care Inspectorate for Wales (CIW) as Sessional Day Care for 19 2-3 year-old children and 19 3-4 year-old children. The Cylch is registered as an Education Provider for 3-year olds.

Mae'r Cylch ar agor bob bore a phrynhawn rhwng 9 – 11.00yb a 11.00 – 3:00yh /
The Cylch is open every morning and afternoon between 9 – 11.00am and 11.00 – 3.00pm.

Mae'r Cylch yn aelod o Mudiad Meithrin ac yn derbyn cefnogaeth barhaus gan staff y Mudiad.
The Cylch is a member of Mudiad Meithrin and receives ongoing support from Mudiad Meithrin staff.

Rhedir y cylch gan dîm o staff a phwyllgor ymroddedig a phroffesiynol. Mae'r staff i gyd wedi'u hyfforddi i safon uchel iawn ac yn parhau i ddilyn rhaglen o ddatblygiad proffesiynol parhaus /
The Cylch is run by a dedicated and professional team of staff and committee. All members of staff have been trained to a very high standard and continue to pursue a programme of continuous professional development.

Mae'r Cylch yn dilyn egwyddorion y Cyfnod Sylfaen lle mae'r plant yn dysgu trwy chwarae. Mae'r Cylch yn cynnig cyfle cyfartal i bob plentyn sydd o fewn yr oedran priodol i fynychu'r Cylch, waeth beth fo'i anghenion, lliw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol /
The Cylch follows the principles of the Foundation Phase where children learn through play. The Cylch offers an equal opportunity for all children who are within the appropriate age range for attending, regardless of needs, colour, race, language, religion, social class or family situation.

Cafodd y Cylch eu barnu'n 'dda' yn dilyn ei arolwg Estyn diweddaraf. Roedd hyn yn ôl yr Arolygydd oherwydd y "*darn o adroddiad Estyn.*"

The Cylch was deemed 'Good' following their latest inspection by Estyn. This was, according to the Inspector, because of the 'quote from Estyn report'.

Mae'r Cylch felly yn bwysig iawn i ddatblygiad plant ac yn allweddol i gynnig y dechrau gorau iddynt boed hynny yn ieithyddol, cymdeithasol ac o ran eu lles /

Therefore, the Cylch is very important to children's development and key to offering them the best start, be that linguistically, socially or regarding their welfare.

2. MANYLION Y BUSNES / DETAILS OF THE BUSINESS

Enw'r Cwmni / Company Name: Cylch Meithrin Rhyd y Llan

Cyfeiriad / Address: c/o Ysgol Rhyd y Llan

Llanfaethlu

Caergybi

Ynys Mon

LL65 4PQ

Rhif ffôn / Telephone number: 07470151840

Statws Cyfreithiol / Legal status: Elusen Gofrestredig / Registered Charity

Rhif Elusen / Charity Number: 1208485

Rhif AGC / CIW Number: CYM00006101

Bydd y Cylch Meithrin yn darparu gofal ac addysg sesiynol o ansawdd uchel i blant o ddwy a hanner flwydd oed hyd at oed ysgol. Bydd cyfle i blant ddysgu a chymdeithasu o dan ofal staff proffesiynol, cymwys a brwdfrydig yn ystod sesiynau'r Cylch Meithrin. Gan fod chwarae yn bwysig iawn i ddatblygiad plentyn, mae'r profiadau a'r gweithgareddau sy'n cael eu cynnig yn y Cylch Meithrin wedi'u selio ar feysydd dysgu'r Cyfnod Sylfaen ac ar addysgu drwy chwarae. Mae pwyslais arbennig yn cael ei roi yn y Cylch ar sgiliau iaith, llythrennedd a chyfathrebu, ynghyd â datblygiad personol a chymdeithasol. Mae'r holl wasanaeth yn cael eu darparu drwy gyfrwng y Gymraeg /

The Cylch Meithrin will provide sessional care and education of high quality to children aged between two and a half years old and school age. Children will be provided with an opportunity to learn and socialise under the supervision of professional, qualified and eager staff during sessions of the Cylch Meithrin. As play is so crucial to the development of children, all experiences and activities offered at the Cylch Meithrin are based on the learning areas of the Foundation Phase and on teaching through play. A special emphasis is placed on language, literacy and communication skills, as well as personal and social development. The entire service is provided through the medium of Welsh.

Bydd y Cylch yn darparu gwasanaeth yn ddyddiol o ddydd Llun i ddydd Gwener rhwng 9 – 11.00 ac yn y prynhawn rhwng 11.00 a 3.00 /

The Cylch will provide a daily service from Monday to Friday between 9 – 11.00 and in the afternoon between 11.00 – 3.00.

Mae'r Cylch yn cael ei redeg gan dîm o 2 aelod o staff llawn amser. Gan fod rheoliadau AGC yn mynnu fod cymarebau staffio plant i oedolion yn 1 staff i bob 4 plentyn 2 - 3 oed ac 1 staff i bob 8 plentyn 3 oed, mae'n rhaid cael y lefel cywir o staff ymhob sesiwn. Gan fod nifer y plant ymhob sesiwn yn uchel a gan fod nifer o blant sy'n derbyn cefnogaeth 1:1 mae'n ofynnol cael y lefel uchel o staff sy'n achosi i'r costau staffio fod yn uchel iawn. Prif gost y Cylch yw'r cyflogau a gan fod y staff wedi'u cymhwyso i lefel uchel mae'n rhaid cynnig cyflog teg iddynt.

Mae'r Cynllun Busnes yn dangos lefel staffio ar ei uchaf, bydd lefelau staff yn codi ac yn disgyn yn ôl gofynion y cymarebau a nifer y plant fydd angen cefnogaeth 1:1 /

The Cylch is run by a team of 2 full time members. As the CIW regulations require that staff / child ratios be 1 staff to every 4 children aged 2 - 3 and 1 staff to every 8 children aged 3, the correct level of staff must be present in each session. As the number of children in each session is high, and as several children are

provided with 1:1 support, it is necessary to provide a high level of staff, causing staff costs to be very high. The Cylch's main expenditure is wages and as the staff are qualified to a high level, they must be offered a fair wage. The Business Plan shows the staffing level at its highest level, and staffing levels will raise and fall according to ratio requirements and how many children will need 1:1 support.

Bydd y Cylch yn derbyn pob plentyn sydd o fewn yr oedran priodol i fynychu'r cylch, waeth beth fo'i anghenion, lliw, hil, iaith, crefydd, dosbarth cymdeithasol neu sefyllfa deuluol. Bydd y Cylch yn croesawu plant ag anghenion ychwanegol gan geisio sicrhau cefnogaeth ychwanegol addas sy'n cwrdd ag anghenion unigol y plant gan Dechrau'n Deg neu Gynllun Cyfeirio

The Cylch will accept every child who falls within the appropriate age range regardless of needs, colour, race, language, religion, social class or family situation. The Cylch will welcome children with additional learning needs and will endeavour to ensure appropriate additional support which meets the individual needs of the children from Flying Start or the Referral Scheme.

3. PERSONÉL ALLWEDDOL / KEY PERSONNEL

Unigolyn Cyfrifol / Responsible Individuals

Enw / Name: Gwen Williams

Cyfrifoldebau / Responsibilities:

Cyfrifoldeb cyfreithiol y Cylch Meithrin ar ran y Pwyllgor/endyd cofrestredig /
Legal responsibility of the Cylch Meithrin on behalf of the registered committee/entity

Arweinydd y Cylch / Person â Gofal / Cylch Leader / Person in Charge:

Enw / Name: Sioned Jones

Cyfrifoldebau / Responsibilities:

Rheolaeth ddyddiol dros y Cylch Meithrin. Sicrhau fod y Cylch yn cyrraedd gofynion AGC / ESTYN a sicrhau fod nôd ac egwyddorion Mudiad Meithrin yn cael eu gweithredu /*The daily management of the Cylch Meithrin.*

To ensure that the Cylch meets the requirements of CIW / ESTYN and ensure that Mudiad Meithrin's aims and principles are implemented.

4. CRYNODEB O'R CYNLLUN BUSNES / SUMMARY OF THE BUSINESS PLAN

Bydd y Cylch Meithrin yn darparu gofal ac addysg sesiynol o ansawdd i blant o ddwy flwydd oed hyd at oed ysgol. Bydd cyfle i blant ddysgu a chymdeithasu o dan ofal staff proffesiynol, cymwys a brwdfrydig yn ystod sesiynau'r Cylch Meithrin. Gan fod chwarae yn bwysig iawn i ddatblygiad plentyn, mae'r profiadau a'r gweithgareddau sy'n cael eu cynnig yn y Cylch Meithrin wedi'u selio ar feysydd dysgu'r Cyfnod Sylfaen ac ar addysgu drwy chwarae. Mae pwyslais arbennig yn cael ei roi yn y Cylch ar sgiliau iaith, llythrennedd a chyfathrebu, ynghyd â datblygiad personol a chymdeithasol. Mae'r holl wasanaeth yn cael ei ddarparu trwy gyfrwng y Gymraeg /
The Cylch Meithrin provides sessional care and education of high quality to children aged between two years old and school age. Children will be provided with an opportunity to learn and socialise under the supervision of professional, qualified and enthusiastic staff during the Cylch Meithrin session. As play is so crucial to the development of children, all experiences and activities offered at the Cylch Meithrin are based on the learning areas of the Foundation Phase and on teaching through play. A special emphasis is placed on language, literacy and communication skills, as well as personal and social development. The entire service is provided through the medium of Welsh.

Bydd y Cylch yn darparu gwasanaeth o ddydd Llun i ddydd Gwener, rhwng 9 a 11.00 y bore a 11.00 a 3.00 y prynhawn /

The Cylch will provide a daily service from Monday to Friday, between 9 – 11.00 in the morning and between 11.00 – 3.00 in the afternoon.

Gall y Cylch gynnig gofal i 19 o blant 2 oed a 19 o blant 3 oed yn ddyddiol am sesiynau o 2 awr yn y bore a 4 awr yn y prynhawn, sef 10 awr yr wythnos yn y bore a 20 awr yr wythnos yn y prynhawn, am 39 wythnos y flwyddyn. Bydd y Cylch yn gweithio mewn partneriaeth â Awdurdod Addysg leol er mwyn cynnig ystod llawn o wasanaethau /

The Cylch can offer care to 19, 2 1/2-3 year old children and 19, 3-4 year old children daily for sessions lasting 2 hours in the morning and 4 hours in afternoon, totalling 10 hours a week in the morning and 20 hours a week in the afternoon, for 39 weeks of the year. The Cylch will work in partnership with the local Education Authority to offer a full range of services.

Bydd bob plentyn yn derbyn 10 awr yr wythnos o addysg wedi'i sybsideiddio gan yr Adran Addysg yn dilyn eu pen-blwydd yn 3 oed. Dyma fydd prif ffynonellau cyllid y Cylch. Bydd gweddill y cyllid yn dod trwy godi arian, rhoddion a ffioedd mae plant nad ydynt yn gymwys i unrhyw un o'r uchod yn eu talu /

Each child will receive 10 hours a week of education subsidised by the Education Department, after their 3rd birthday. This will be the Cylch's main source of income. The remainder of the funding will come from fundraising, donations, and fees paid by children who are ineligible for any of the above.

Bydd y Cylch yn cael ei redeg gan staff profiadol a chymwys. Gan fod y Cylch yn gweithio mewn partneriaeth â Awdurdod Addysg leol, mae'n ofynnol i bob aelod o staff fod â chymhwyster lefel 3. Bydd gan bob aelod o staff dystysgrif GDG a hyfforddiant diogelu plant cyfredol. Bydd y Person â Gofal yn sicrhau fod o leiaf 1 aelod o staff ymhob sesiwn yn meddu Tystysgrif Cymorth Cyntaf Pediatrig, gan anelu at hyfforddi pob aelod o staff. Byddwn yn anelu at gynnig hyfforddiant Diogelwch Bwyd i bob aelod o staff hefyd. Mae rhaglen gynhwysfawr o hyfforddiant yn cael ei gynnig gan adran Addysg y Sir a bydd pob aelod o staff yn cael eu hannog a'u cefnogi i fynychu cymaint o hyfforddiant ag sy'n addas ar gyfer eu dyletswyddau. Er bod mwyafrif yr hyfforddiant yn cael ei sybsideiddio yn achlysurol bydd elfen o gost i'r Cylch /

The Cylch will be run by experienced and qualified staff. As the Cylch works in partnership with the local Education Authority, it is necessary that each member of staff has a level 3 qualification. Each member of staff will have a current DBS and Safeguarding certificate. The Person in Charge will ensure that at least 1 member of staff in each session has a Paediatric First Aid Certificate and Food Safety and will aim to train every member of staff. We will aim to give each member of staff Health & Safety, Manual Handling. The local council Education Department offer a comprehensive range of training and each member of staff will be encouraged and supported to attend as many training sessions as are appropriate for their duties. Although most of the training is subsidised, there will be an occasional cost to the Cylch.

Gyda mwy o rieni'n mynd yn ôl i weithio mae galw eang am ddarparu gofal plant o safon, yn ogystal â hyn gallwn sicrhau fod y plant yn derbyn dilyniant ieithyddol. Rydym yn gallu bod yn gystadleuol iawn o ran pris gyda darpariaethau eraill lleol /

With more parents returning to work there is a huge demand for the provision of quality childcare; as well as this we can ensure that children receive language transition. We can be very competitive on price compared to other local providers.

5. AMCANION BUSNES / BUSINESS AIMS

5.1 Beth rydym am ei gyflawni yn ystod ein blwyddyn gyntaf /

What we want to achieve during our first year

- Sicrhau bod y Cylch Meithrin yn gynaliadwy ar sail incwm a grantiau a chostau / *Ensure the Cylch Meithrin is sustainable based on income and grants and cost*
- Cynnig gwasanaeth o safon uchel / *Offer a high-quality service*
- Parhau i fod yn ddarparwyr Addysg i blant / *Continue to be Education providers.*
- Cynnal a chynyddu niferoedd y plant fel nad oes gormodedd o lefydd gwag / *Maintain and increase the number of children so that there are no surplus places*
- Datblygiad proffesiynol parhaus y staff / *Continuous professional development for staff*
- Cynyddu ymwybyddiaeth o'r cylch drwy hysbysebu a defnydd o'r wasg / *Increase awareness of the cylch through advertising and press use*
- Cynnal llwyfannau rhwydwaith cymdeithasol / *Maintain social network platforms*

5.2 Lle rydym yn disgwyl bod ymhen 3–5 mlynedd /

Where we expect to be within 3–5 years

- Anelu at gyflawni achrediad ansawdd Mudiad Meithrin Safonau Serennog / *Aim to achieve the Mudiad Meithrin Safonau Serennog quality accreditation*
- Cynnal Cynllun Cyn Ysgol Iach / *Maintain a Healthy Pre School Plan*
- Parhau i fod yn ddarparwr Addysg i Blant / *Continue to be an Education provider*
- Parhau i gynnig gofal o'r radd uchaf / *Continue to offer top quality care*
- Datblygiad proffesiynol parhaus y staff / *Continuous professional development for staff*
- Ymateb i'r hinsawdd economaidd / *Respond to the economic climate*
- Datblygu ffynonellau amgen o ariannu / *Develop alternative sources of funding*

6. BETH MAE'R BUSNES YN EI WNEUD? WHAT DOES THE BUSINESS DO?

- Cynnig addysg a gofal trwy gyfrwng y Gymraeg er mwyn magu plant hyderus a dwyieithog
Offer education and childcare through the medium of Welsh to build confident and bilingual children
- Cynnig cyfle cyfartal i bob plentyn dderbyn gwasanaethau blynyddoedd cynnar drwy gyfrwng y Gymraeg
Offer equal opportunities for all children to receive early years services through the medium of Welsh

7. BETH SY'N GWNEUD EICH BUSNES YN WAHANOL / WHAT MAKES YOUR BUSINESS DIFFERENT?

- Bod y gwasanaeth yn cael ei gynnis yn gyfan gwbl drwy gyfrwng y Gymraeg
That the service is offered entirely through the medium of Welsh
- Rhwydwaith cefnogaeth gynhwysfawr gan staff profiadol Mudiad Meithrin sef arbenigwyr y blynyddoedd cynnar ers dros 25 mlynedd
A comprehensive support network from Mudiad Meithrin's experienced staff, early years specialists for over 25 years
- Staff wedi'u hyfforddi i safon uchel. Staff sydd wedi'u hysgogi i gyflawni tu hwnt i ofynion y swydd
Staff trained to a high standard. Staff motivated to go beyond the demands of the post
- Adnoddau pwrpasol ac addas sydd wedi'u creu gan Mudiad Meithrin ac sydd yn unigryw i Gylchoedd Meithrin /
Appropriate and suitable resources created by Mudiad Meithrin and unique to Cylchoedd Meithrin
- Lleoliad pwrpasol ac addas ar gyfer anghenion dysgu'r plant /
An appropriate and suitable venue for the children's learning needs

8. GOFYNION CYFREITHIOL / LEGAL REQUIREMENTS

**Y gofynion cyfreithiol ac yswiriant sy'n gymwys i'n busnes yw: /
The legal and insurance requirements of the business are:**

1. Mae'r Cylch Meithrin wedi'i gofrestru gyda Arolygaeth Gofal Cymru (AGC) sydd yn golygu bod y Cylch yn cwrdd â *Safonau Gofynnol Cenedlaethol ar gyfer gofal plant a reoleiddir / The Cylch Meithrin is registered with the Care Inspectorate for Wales (CIW) which means that the Cylch meets National Minimum Standards for regulated childcare*
2. Bydd y Cylch yn cael ei arolygu gan ESTYN / *The Cylch will be inspected by ESTYN*
3. Bydd y Cylch yn cydymffurfio â rheolau lechyd a Diogelwch ar bob achlysur ac yn dilyn gweithdrefnau yn y teclyn rheoli haint. Bydd y Cylch yn cynnal asesiadau risg a driliau tan yn rheolaidd. *The Cylch will comply with Health and Safety rules at all times and follow*

procedures in the infection control manual. The Cylch regularly carries out risk assessments and fire drills.

4. Bydd y Cylch yn dilyn deddfwriaeth elusenol / *The Cylch will comply with charitable legislation*
5. Bydd adran gyllid Mudiad Meithrin yn sicrhau bod materion ariannol y Cylch yn cael eu rheoli yn unol â deddf gwlad /
Mudiad Meithrin's finance department will ensure that the financial affairs of the Cylch are managed in accordance with the law

**Byddwn yn cwrdd â'n hymrwymiaadau cyfreithiol ac yswiriant gyda'r canlynol: /
We will comply with our legal and insurance requirements as follows:**

1. Bydd y Cylch yn aelod o Mudiad Meithrin ac yn cael pecyn yswiriant drwy'r Mudiad sydd yn rhoi isafswm yswiriant o £5 miliwn /
The Cylch will be a member of Mudiad Meithrin and receive an insurance package through the Mudiad which gives a minimum insurance of £5 million.
2. Bydd y Cylch yn gwneud asesiadau risg o leiaf bob blwyddyn. Bydd yr asesiadau risg a drilau tan yn cael eu hadolygu'n dymhorol /
The Cylch will carry out risk assessments at least annually. The risk assessments and fire drills will be reviewed on a termly basis.
3. Bydd y Cylch yn sicrhau fod holl offer trydanol y Cylch sydd dros flwydd oed yn cael eu profi'n flynyddol /
The Cylch will ensure that all electrical equipment in the Cylch over a year old are tested annually.
4. Bydd staff yn cael eu cyflogi yn unol â deddfau cyflogaeth cyfredol /
Staff will be employed in accordance with current employment laws.
5. Bydd y staff yn gweithredu yn unol â'r Ddeddf Plant /
Staff will act in accordance with the Children Act.
6. Bydd pob aelod o staff yn derbyn prawf Gwasanaeth Datgelu a Gwahardd /
All staff will receive a Disclosure and Barring Service (DBS) check

9. YMCHWIL Y FARCHNAD / MARKET RESEARCH

Y tueddiadau o fewn ein marchnad yw /The tendencies within our market are:

- Dibynnol ar y nifer o blant mewn oedran arbennig - angen ystyried ystadegau geni yn yr ardal a data genedigaethau /
Dependent on the number of children of specific age - need to consider birth statistics in the area and new born baby surveys.
- Defnyddio'r wybodaeth sydd yn yr Asesiad Digonolrwydd gofal plant /
Use the information contained in the local childcare Sufficiency Assessment.

- Yr economi ehangach – patrymau gweithio lleol /
The wider economy - local working patterns.
- Lefelau incwm yn dylanwadu ar nifer o sesiynau mae rhieni yn gallu / fodlon talu amdanynt /
Income levels influence a number of sessions that parents can / are willing to pay for.
- Defnyddio'r wybodaeth mae Gwasanaethau Gwybodaeth i Deuluoedd yn casglu /
Use the information collected by Family Information Services.

Sut gwyddom ni hyn: / How we know this:

- Defnyddio'r wybodaeth sy'n cael ei gasglu gan awdurdodau lleol yn eu hasesiadau gofal plant /
Use the information collected by Local Authorities in their childcare sufficiency audits.
- Partneriaethau gyda Awdurdodau Lleol – yr adran addysg /
Partnerships with Local Authorities – the education department
- Holiaduron rhieni / *Parent questionnaires*

10. PROFFIL EIN CWSMERIAID / OUR CUSTOMER PROFILE**Byddwn yn targedu'r grwpiau canlynol o gwsmeriaid: /
We will target the following groups of customers:**

1. Rhieni/Gofalwyr plant rhwng 2-4 mlwydd oed /
Parents / Carers of children between 2-4 years old
2. Awdurdodau Lleol / *Local Authorities*

**Mae ein hymchwil yn dangos bod cwsmeriaid eisiau:
Our research shows that customers want:**

1. Gofal o ansawdd uchel / *High quality care*
2. Gofal am bris rhesymol / *Care at a reasonable price*
3. Gofal am oriau hyblyg/oriau ysgol / *Care during flexible hours/school hours*
4. Gofal cyfleus o ran lleoliad / *Convenient location*
5. Darparu Addysg / *Providing education*

**Rydym yn gwybod hyn oherwydd: /
We know this because of:**

1. Holiaduron rhieni / *Parent questionnaires*
2. Gwasanaeth Gwybodaeth i Deuluoedd / *Family Information Services*
3. Asesiad Digonolrwydd Gofal Plant / *Local childcare Sufficiency Assessment*

4. Cyfrifiad / *Census*

5. Gwybodaeth leol / *Local information*

11. PROFFIL EIN CYSTADLEUWYR / *PROFILE OF OUR COMPETITORS*

- Darpariaethau cyfrwng Saesneg / *English-language providers*
- Meithrinfeydd dydd / *Day nurseries*
- Cylchoedd Meithrin eraill / *Other Cylchoedd Meithrin*
- Gwarchodwyr plant / *Childminders*
- Ysgolion / *Schools*

Sut gallwn gystadlu o ran eu cynnigion a'u prisiau: /

How can we compete with what they provide and their prices?

- Darpariaethau Saesneg: Mae'r Cylch Meithrin yn cynnig rhywbeth gwahanol gan fod y ddarpariaeth i gyd trwy gyfrwng y Gymraeg. Mae hyn yn USP (*Unique selling point*). O bosib, bydd pris y ddau yn debyg iawn /
- English-language provision: *The Cylch Meithrin offers something unique as the provision is entirely through the medium of Welsh. This is a USP (Unique selling point). It is likely that prices of both will be very similar.*
- Meithrinfeydd dydd: Gan y bydd costau rhedeg Cylch Meithrin yn llai na chostau rhedeg meithrinfa gellir pasio'r arbedion ymlaen drwy gynnig y gwasanaeth am lai o bris OND ni allwn gystadlu os yw rhieni angen gofal drwy'r dydd.
Day nurseries: *As the costs of running the Cylch Meithrin will be less than those of running a nursery, the savings can be passed on by offering the service at a cheaper price, BUT we cannot compete if parents want care throughout the day.*
- Cylchoedd Meithrin eraill: Drwy sicrhau fod yr ansawdd yn gyson uchel a chynnig ystod o wasanaethau e.e. Addysg / 30 awr o ofal.
Other Cylchoedd Meithrin: *By ensuring that the quality is consistently high, and by offering a range of services e.g. Education / 30 hours childcare.*
- Gwarchodwyr plant: ystod fwy eang o wasanaethau ar gael mewn Cylch Meithrin. Bydd y Cylch yn cynnig profiad mwy cymdeithasol i blant ac i rieni
Childminders: *a wider range of services available in a Cylch Meithrin. The Cylch will provide a more sociable experience for children and parents.*
- Ysgolion: Gofal sydd yn flaenoriaeth yn y Cylch yn enwedig i blant ifanc. Gofal yw'r flaenoriaeth ac mae'r addysg yn dilyn /
Schools: *Care is the priority of the Cylch, especially for young children. Care is the priority, and the education follows.*

12. RHEOLI RISGIAU Y FARCHNAD / MANAGING MARKET RISKS

Dyma'r risgiau rydym wedi'u clustnodi: / Here are the risks we have identified:

1. Dim digon o blant yn golygu dim digon o incwm /
Not enough children leading to low income
2. Rhieni yn dewis darparwr arall / *Parents choosing another provider*
3. Sicrhau bod y cynllun busnes yn hyblyg /
Ensuring that the business plan is flexible
4. Grantiau yn gorffen / *Grants coming to an end*
5. Newid isafswm cyflog/pensiynau / *Change in minimum wages/pensions*
6. Newid i ofynion AGC – cymhareb staffio, faint o le sy'n angenrheidiol /
Changes to CIW requirements - staffing ratio, space required

**Sut fyddwn yn rheoli'r risgiau hyn i'w gwneud yn llai o fygythiad: /
How will we manage these risks to lessen their threat:**

1. Newid oedran derbyn plant / *Change the children's ages for admission*
2. Codi ffi y sesiwn / *Raise the fee per session*
3. Mwy o hysbysebu / *More advertising*
4. Sicrhau ansawdd uchel / *Ensure a high standard of quality*
5. Adolygu'r cynllun busnes yn rheolaidd / *Regularly review the business plan*
6. Sicrhau nad yw'r Cylch yn or-ddibynnol ar unrhyw un ffynhonnell o incwm - edrych ar ffyrdd o gael incwm amgen /
Ensure that the Cylch is not dependent on any one source of income - look at ways of obtaining an alternative income
7. Gwneud yn siŵr fod y Cylch yn blaen gynllunio ac yn cadw golwg ar y cyllid a'r llif arian /
Ensure the Cylch plans for the future and monitors funding and cash flow.
8. Cadw'n gyfredol efo unrhyw newidiadau yn y rheolau /
Keep up to date with any changes in the regulations.

13. PRISIO / PRICING

Sut ydym yn cyfrifo'n prisiau: / How we account for our prices:

- Creu cyllideb er mwyn bod yn sicr o'r incwm sy'n rhaid i'r Cylch ei greu i dorri'n hafal /
Create a budget to calculate the amount of income the Cylch needs to break even.

- Sicrhau fod ffioedd y Cylch wedi'u gosod ar lefel uwch na'r hyn sydd ei angen i dorri'n hafal / *Ensure that the Cylch fees are set at a higher level than is necessary to break even.*
- Ystyried y gystadleuaeth a peidio â phrisio'r gwasanaeth allan o gyrraedd y cwsmeriaid / *Consider the competition and do not price the service beyond the reach of customers*

Sut mae'n prisiau yn cymharu gyda'r gystadleuaeth:
How our prices compare with our competitors:

Gwasanaeth / Service	Ein pris / Our price	Amrediad prisiau'n cystadleuwyr / Price range of competitors
Sesiwn bore / <i>Morning session</i>	£8.00 / session	£9 - £12/ session
Sesiwn prynhawn / <i>Afternoon session</i>	£6.50 / hour	£6.50 / hour

Y rhesymau am y gwahaniaeth yn ein prisiau ni a phrisiau'r cystadleuwyr: /
The reasons for the difference between our prices and those of our competitors:

- Grantiau sydd ar gael / *Grants available*
- Meithrinfa yn gallu cynnig gofal trwy'r dydd / *Nursery can offer care throughout the day*
- Lleoliad / *Location*

14. HYRWYDDO A HYSBYSEBU / PROMOTING AND ADVERTISING

Byddwn yn hyrwyddo'n gwasanaeth / We will be promoting our service by:

- Hysbysebu yn y wasg / *Press advertising*
- Cyfryngau cymdeithasol e.e Facebook / *Social media e.g Facebook, Instagram*
- Ar wefan Mudiad Meithrin / *On Mudiad Meithrin's website*
- Rhieni yn hysbysebu ymysg ei gilydd / *Parents advertise amongst each other*
- Cysylltiadau gyda'r ysgol leol / *Links with the local school*
- Datblygu perthynas gyda clybiau eraill e.e Cylch Ti a Fi, Cymraeg i Blant, Clwb Cwtsh / *Develop relationships with other clubs e.g. Cylch Ti a Fi, Cymraeg i Blant, Clwb Cwtsh*
- Cynnal a datblygu perthynas gyda Ymwelwyr Iechyd / *Maintain and develop the relationship with Health Visitors*
- Gwasanaeth Gwybodaeth i Deuluoedd / *Family Information Service*
- Gwasanaethau Cymdeithasol / *Social Services*
- Llyfrgelloedd / *Libraries*

- *Poster / posters*

15. STAFF

Cymhareb staffio / *Staffing ratio*:

Plant 2 – 3 mlwydd oed 1 staff i bob 4 o blant / *Children aged 2 – 3 years: 1 staff for every 4 children*

Plant 3 – 4 mlwydd oed 1 staff i bob 8 o blant / *Children aged 3 – 4 years : 1 staff for every 8 children*

Rôl Role	Cost yr awr / Cost per hour	Oriau'r wythnos / Hours per week	Wythnosau'r flwyddyn (cynnwys gwyliau) Weeks per year (including holiday)	Cost blynnyddol / Cost per year	Costau yswariant Gwladol a phensiwn On costs (10%)	Cyfanswm cost blynnyddol Total cost per year
Arweinydd / <i>Leader</i>	£15	30	44	19800	1980	21780
Cynorthwydd 1 <i>Assistant 1</i>	£12.50	30	44	16500	1650	18150
Cyfanswm / Total				£36,300	£3630	£39,930

16. ADEILAD / BUILDING

Rhentu neu brynu? Rent or buy?	Rhentu Rent
Cost blynnyddol (os yn rhentu) / <i>Cost per year (if renting)</i>	£0 y flwyddyn / <i>£0 per year</i>
Addasrwydd i ddibenion y cylch <i>Suitability for cylch's needs</i>	✓
Cost addasu <i>Costs of altering the building</i>	Dim <i>None</i>

17. CYFLENWYR / SUPPLIERS

Cyflenwr / Supplier	Beth fyddwn yn prynu ganddynt / What will we buy from them	Nifer dyddiau o gredyd / Number of days of credit
Mudiad Meithrin	Pecyn Gwasanaeth / <i>Service Package</i>	30 diwrnod / 30 days
Landlord	Dim Rhent / No Rent	

Siop Dewin a Doti https://meithrin.cymru/shop-2/	Adnoddau / <i>Resources</i>	14 diwrnod / <i>14 days</i>
Cyflenwyr adnoddau <i>Resource suppliers</i>	Adnoddau / <i>Resources</i>	28 diwrnod / <i>28 days</i>
Hyfforddiant / <i>Training</i>	Sesiynau hyfforddi / <i>Training sessions</i>	30 diwrnod / <i>30 days</i>

18. OFFER / EQUIPMENT

Adnoddau dydd i ddydd / <i>Daily resources</i>	Pryd? / <i>When?</i>	Ariannu sut? / <i>Paid for how?</i>	Cost yr uned / <i>Cost per unit</i>
Bwyd / <i>Food</i>	Wythnosol / <i>Weekly</i>	Incwm / <i>Income</i>	£0
Adnoddau / <i>Resources</i>	Blynnyddol / <i>Annually</i>	Incwm / <i>Income</i>	£2000
Llyfrau / <i>Books</i>	Blynnyddol / <i>Annually</i>	Grant	£100
Adnoddau chwarae / <i>Play resources</i>	Blynnyddol / <i>Annually</i>	Grant	£3000
Offer glanhau gan gynnwys menig, ffedogau, tywelion papur ayyb / <i>Cleaning equipment, including gloves, aprons, paper towels etc.</i>	Tymhorol / <i>Per term</i>	Incwm / <i>Income</i>	£200

19. RHEOLI RISGIAU GWEITHREDOL / MANAGING OPERATIONAL RISKS

Risg / <i>Risk</i>	Datrysiaid / <i>Solution</i>
Staff - Salwch / <i>Illness</i> - Ddim yn ddibynadwy / <i>Not dependable</i> - Dibrofiad / <i>Inexperienced</i>	- Staff wrth gefn / <i>Reserve staff</i> - Staff wrth gefn/goruchwyliaeth / <i>Reserve staff/supervision</i> - Hyfforddiant / <i>Training</i>

Cyflenwyr / <i>Suppliers</i> Ddim yn darparu gwasanaeth ar amser / <i>Not supplying timely service</i>	Defnyddio cyflenwr arall / <i>Use another supplier</i>
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20.COSTAU DECHRAU'R BUSNES / *BUSINESS START-UP COSTS*

Offer / Equipment	Pryd? / When?	Ariannwyd gan / Funded by	Cost	Wedi cyflawni / Completed
Cliniadur / <i>Laptop</i>	Ebrill / <i>April</i>	Grant	£500	Rhagfyr / December
Offer / <i>Equipment</i>	Ebrill / <i>April</i>	Codi arian	£500	Rhagfyr / December
Hyfforddiant Staff / <i>Staff Training</i>	Trwy'r amser / <i>Continuous</i>	Incwm / Grant <i>Income / Grant</i>	£100 y tymor / <i>£100 per term</i>	Rhagfyr / December

21. RHEOLI RISGIAU ARIANNOL / *MANAGING FINANCIAL RISKS*

**Nodwn y risgiau canlynol yn ein rhagolwg ariannol /
*We note the following risks in our financial forecast:***

- Niferoedd y plant yn disgyn / *Numbers of children falling*
- Colli grant craidd / *Loss of core grant*
- Pensiynau / *Pensions*
- Lefel isafswm cyflog yn codi / *Minimum wage level rises*
- Costau blwyddyn yn uwch nag incwm blwyddyn / *Costs per year higher than income per year*

Byddwn yn lleihau eu heffaith drwy / *We will lessen their effect by:*

- Sicrhau fod cyllideb yn ei le ar gyfer y sefyllfa waethaf bosib /
Ensuring there is a budget in place for the worst possible scenario
- Chwilio am incwm ychwanegol / o ffynonellau eraill e.e. grantiau a chodi arian /
Search for additional income / from other sources e.g. grants and fundraising
- Cadw arian wrth gefn / *Retaining reserves*
- Ystyried lefelau'r ffioedd bob blwyddyn / *Consider fee levels annually*