Logo ac New Cylch Meithrin / Meithrinfa

Dyddiad / *Date*

Annwyl Rieni a Gofalwyr / *Dear Parents and Carers*,

Ysgrifennwn atoch chi i’ch hysbysu o’r trefniadau yr ydym yn eu gwneud i ail agor Cylch Meithrin / Meithrinfa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We write to you to set out the arrangements we are making to re-open Cylch Meithrin / Meithrinfa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Hoffai staff ac aelodau Pwyllgor y Cylch / Meithrinfa ddiolch i chi am eich dealltwriaeth a’ch cydweithrediad ers i ni orfod cau / newid ein gwasanaethau. Gwyddom bod y cyfnod hwn wedi bod yn heriol i lawer o deuluoedd, yn arbennig i’r rheiny fu’n trio cyflawni eu dyletswyddau gwaith / astudio a gofal plant. Mae’n siŵr bod llawer ohonoch hefyd yn cefnogi aelodau hŷn o’ch teuluoedd a phobl fu’n gwarchod yn y gymuned, neu efallai yn gwarchod eich hunan. Gobeithio yng nghanol popeth eich bod chi a’ch plant wedi creu rhai atgofion pleserus hefyd.

*The committee members and staff of the Cylch / Meithrinfa would like to thank you for your understanding and cooperation since we had to close / change our services. We know that this period has been challenging for many families, in particular when you have had to juggle work commitments or studies with managing childcare. Many of you no doubt have been supporting older members of your family and people in the community who have been shielding. Hopefully amongst, you have created some happy memories with your children too.*

Rydym yn falch i ddweud, yn sgil datganiad gan Lywodraeth Cymru, y bydd modd i leoliadau gofal ag addysg gynnar plant ail agor o Fehefin 29ain cyn belled bod adolygiad Mehefin 18 yn caniatáu. Rydym wedi colli gweld y plant yn fawr ac rydym yn cymryd y camau angenrheidiol i fod yn barod i’w croesawu nôl. Byddwn yn agor cyn belled a bod Llywodraeth Cymru yn parhau i gadarnhau ei fod yn ddiogel i wneud.

*We are pleased to let you know that, further to the Welsh Government’s announcement, that childcare and early education providers are able to open from June 29th subject to the review on June 18th. We have missed seeing the children very much and we are working hard to take the necessary steps to be ready to welcome them back. We will only open if the Government continue to confirm that it is safe to do so.*

**Pwy fydd yn cael dod i’r Cylch / Feithrinfa?**

I'r mwyafrif helaeth o blant a phobl ifanc, mae Coronafirws yn salwch ysgafn ac mae plant ifanc mewn categori risg isel[[1]](#footnote-1). Ni ddylai rhai plant â chyflyrau iechyd difrifol penodol fynychu ar hyn o bryd. Os ydych yn ansicr a ddylai'ch plentyn fynychu'r Cylch / Feithrinfa oherwydd cyflwr iechyd y plentyn, neu rhywun mae'r plentyn yn byw gyda, cysylltwch â ni fel y gallwn drafod y manylion gyda chi.

***Who will be able to attend the Cylch / Nursery?***

*For the vast majority of children and young people, Coronavirus is a mild illness. And young children fall into a low risk category.[[2]](#footnote-2) Some children with certain serious health conditions should not attend at this time. If you are unsure whether your child should attend the Cylch / Nursery because of the child's health condition, or someone the child lives with, please contact us so we can discuss the details with you.*

**Mesurau diogelu byddwn yn eu cymryd**

Mae diogelwch eich plentyn a’r staff yn holl bwysig i ni. Bydd amryw o newidiadau yn digwydd a ffyrdd newydd o weithio er mwyn diogelu eich plentyn pan ddôn nhw nol i’r Cylch/Feithrinfa. Camau yw’r rhain fydd yn cyfyngu trosglwyddo Coronafirws yn ein lleoliad.

***Gallwch osod camau yma sydd yn berthnasol i’r lleoliad chi***

* Gofynnwn i unrhyw un sy'n arddangos symptomau Coronafirws, neu sy'n byw gyda rhywun sydd yn eu harddangos, i beidio â mynychu'r lleoliad. Mae hynny'n cynnwys plant a staff sy'n gweithio yma.
* Bydd y plant yn cael eu cadw mewn grwpiau bach gyda'r un aelod o staff pan fo hynny'n bosibl, i lleihau cyswllt â grwpiau eraill o amgylch y lleoliad.
* Gweithredu rota golchi dwylo llym gan sicrhau bod pawb yn golchi â sebon am 20 eiliad ac yn sychu dwylo’n drylwyr
* Hyrwyddo hylendid anadlol da trwy annog y dull ‘ei ddal, ei daflu, ei ddifa’ a sicrhau cyflenwad da o hancesi a biniau ledled y lleoliad.
* Gweithredu amserlen lanhau newydd gan sicrhau bod arwynebau y mae plant a staff yn eu cyffwrdd yn cael eu glanhau'n rheolaidd a thrwy gydol y dydd, gan gynnwys topiau bwrdd, dolenni drysau ac offer chwarae.
* Gofynnwn i rieni a gofalwyr bellhau'n gorfforol oddi wrth ei gilydd ac oddi wrth staff wrth ollwng a chasglu eu plant, a chyfyngu gollwng a chasglu i un rhiant neu ofalwr i bob cartref.
* Gofynnwn i blant beidio â dod â theganau nac eitemau eraill o'u cartref i'r lleoliad, oni bai bod hyn yn hanfodol i'w hiechyd a'u lles. (trafodwch gyda ni yn gyntaf os gwelwch yn dda

***Protective measures we are taking***

*The safety of your child and the staff is very important to us. There will be many changes made and new ways of operating to ensure the safety of your child when he /she returns to the Cylch/Nursery. These are measures that will help limit the risk of coronavirus transmitting within our setting. We kindly ask:*

* *Anyone who is displaying coronavirus symptoms, or who lives with someone who does not to attend the setting. That includes children and staff who work here.*
* *Keep the children in small groups with the same member of staff when possible, and minimising contact with other groups around the setting.*
* *Implement a stringent hand washing rota ensuring they wash with soap for 20 seconds and dry thoroughly*
* *Promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring a good supply of tissues and bins throughout the setting.*
* *Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.*
* *We ask parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.*
* *We ask that children do not bring toys or other items from home to the setting, unless this is essential to their health and wellbeing (please discuss with us first)*

**Beth gall rhieni a gofalwyr wneud i helpu?**

Mae yna nifer o bethau y gall rhieni a gofalwyr eu gwneud i'n helpu i wneud y trefniadau hyn yn effeithiol, yn ogystal â’r pwyntiau uchod am gyrraedd a chasglu, a pheidio â dod â theganau i'r lleoliad. Gofynnwn os gwelwch yn dda:

* Os yw eich plentyn yn dangos unrhyw symptomau o salwch gallai fod yn Covid-19 cadwch nhw adref a chymerwch gyngor priodol gan NHS111. Mae'n hanfodol bod unrhyw achosion yn cael eu hadrodd ar gyfer sicrhau bod system Llywodraeth Cymru o Brofi Olrhain Diogelu yn effeithiol i ni gyd. Byddwn yn cadw cysylltiad gyda chi i weld sut mae eich plentyn.
* Os bydd plentyn yn mynd yn sâl yn y Cylch / Meithrinfa bydd angen i ni eich ffonio chi i'w casglu ar unwaith. Byddwn yn cadw eich plentyn ar wahân i'r plant eraill gydag aelod o staff hyd nes y byddwch yn cyrraedd. Rydym yn gwerthfawrogi eich ymdrechion wrth ein helpu gyda hyn.
* Dechreuwch siarad â'ch plentyn am ddod 'nôl i’r Cylch / Feithrinfa. Gwnewch ddefnydd o’r adnoddau ar-lein sydd ar gael i'ch helpu i ganu a chael amser stori yn y Gymraeg. Mae'r tudalen Facebook Mudiad Meithrin yn ffynhonnell wych o syniadau ac adnoddau, gan gynnwys Clwb Cylch a Chymraeg i Blant (https://www.facebook.com/MudiadMeithrin)

***What can parents and carers do to help?***

*There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure and not bringing toys to the setting.*

* *If your child shows any symptoms of illness that could be Covid-19 please keep them home and take appropriate advice from NHS111. It is essential that any cases are reported so that the Welsh Government’s Track, Trace and Protect policies work for us all. We will keep in touch with you to know how your child is. Your child will be able to have a test for Covid-19 if needed.*
* *If a child becomes ill in the Cylch / Nursery it will be necessary for us to phone you to collect them immediately. We will be keeping your child separate from the other children with a member of staff until you arrive. We appreciate your efforts in helping us with this.*
* *Start talking to your child about coming to Cylch / Nursery. Make use of online resources to help you sing and have story time in Welsh. The Mudiad Meithrin Facebook Page is a great source of ideas and resources including Clwb Cylch and Cymraeg i Blant (https://www.facebook.com/MudiadMeithrin)*

Gobeithiwn fod y llythyr hwn wedi rhoi gwybodaeth ddefnyddiol i’ch helpu i wneud y penderfyniad am yrru eich plentyn yn ôl i’r Cylch / Feithrinfa. Bydd gwybodaeth bellach yn cael ei ddanfon i chi am y system Profi Olrhain Diogelu, ac am sut mae ein paratoadau yn datblygu yn y Cylch / Feithrinfa. Rydym yn edrych ymlaen yn fawr i’ch gweld, ac mae croeso i chi gysylltu â ni gyda’ch cwestiynau neu os hoffech weld gopi o’r asesiad risg a’n polisi newydd.

*We hope this letter has provided useful information to help you make the decision to send your child back to our Cylch / Nursery. Further information will be sent to you about the Safeguarding Test, Trace, Protect system, and about how our preparations are developing at the Cylch / Nursery. We are really looking forward to seeing you and please feel free to contact us with your questions or if you would like to see a copy of the risk assessment and our new policy.*

Yn gywir / Yours sincerely,

Enw / Name

Rhif Ffôn / Phone Number

1. https://gov.wales/sites/default/files/publications/2020-06/our-latest-understanding-of-covid-19-%20respect-to-children-education.pdf [↑](#footnote-ref-1)
2. https://gov.wales/sites/default/files/publications/2020-06/our-latest-understanding-of-covid-19-%20respect-to-children-education.pdf [↑](#footnote-ref-2)