 **Ffurflen archebu gwyliau Meithrinfa Ser Bach/**

**Meithrinfa Ser Bach Holiday booking form**

*Enw'r rhiant* /Name of parent: -

*Enw'r Plentyn* /Name of Child: –

*Dyddiad*/Date:-

*Er mwyn archebu diwrnod o wyliau rydym angen o leiaf mis o rybudd.*

*Er mwyn gwneud cais am wyliau, rhaid i daliadau fod yn gyfredol.*

In order to book holiday days we require a minimum of one month’s notice.

To apply for holidays, payments must be up to date.

|  |  |
| --- | --- |
| **Dyddiadau y Gwyliau/Dates of Holiday** | **Nifer o dyddiau/Number of days** |
|  |  |
|  |  |

*Mae gennym yr hawl I wrthod gwyliau os and yw’r taliadau’n gyfredol. Mae gennym yr hawl I werthuch lle unwaith y bydd gwyliau wedi’I archebu, os bydd angen I chi ganslo’r cais am wyliau, fe’ch cynghorir efallai na fydd y lle ar gael. Rydym angen mis o r rybudd or y byddwch angen canslo’r gwyliau*./ We have the right to refuse holidays if payments are not up to date. We have the right to sell your space once a holiday is booked, if you require to cancel the holiday request please be advised that the space might not be available. We require a month’s notice to cancel a holiday request.

**Office use only**

Date recieved:-

|  |  |  |  |
| --- | --- | --- | --- |
| Rota | Holiday list | Invoice | Number of days remaining :- |