



Board of Directors

The SPPA Board of Directors determines the policy and direction of the Association, and governs the operations of the organisation. The Board are volunteers coming from a range of different backgrounds. To become a Board member, individuals must fulfil two of the following criteria and stand for election by the membership of SPPA. The criteria are:

- Involvement in a pre-school group
- A commitment to early education and childcare
- Previous experience as an officer or trustee of a voluntary organisation
- A proven professional skill.

SPPA member groups vote for the Board representatives. Nomination forms are available in June. Please contact SPPA Centre for more information about becoming a member of the Board.

Direct Childcare Services Ltd

In 2007, SPPA launched its own subsidiary company Direct Childcare Services Limited (DCSL). DCSL enables SPPA to explore and respond to opportunities for expanding and diversifying the range of SPPA services to meet the changing demands of parents and carers and profile of the sector.

A mobile crèche service, *Crèche Express*, was launched in 2007. This service, supported by Scottish Borders Childcare Partnership, operates throughout the Scottish Borders Council area serving the needs of isolated families and communities. SPPA are in discussion with other agencies throughout Scotland to develop other initiatives.

Contact Details

Our head office is SPPA Centre, which is situated at 21 Granville Street, Glasgow G3 7EE where the executive management, development, administration and finance departments are based.

Telephone: 0141 221 4148 Fax: 0141 221 6043
Email: info@sppa.org.uk Website: www.sppa.org.uk

In addition to SPPA Centre, areas that are funded by a local authority are able to provide services by locally based development staff. If your group is in any of the following areas please contact SPPA's local office in the first instance for information, support and advice. SPPA is currently in receipt of funding in the following areas:

CITY OF EDINBURGH, FALKIRK, & WEST LOTHIAN tel. 0141 227 3922
City of Edinburgh (mobile) tel. 0796 327 5667
Falkirk (local office) tel. 01324 474241
West Lothian (local office) tel. 01506 776399

GLASGOW, CLACKMANNANSHIRE & STIRLING tel. 0141 227 3922

ABERDEENSHIRE, CITY OF ABERDEEN, ANGUS, CITY OF DUNDEE, FIFE, & PERTH & KINROSS tel. 01592 641642
ANGUS (local office) tel. 01241 828123

BORDERS & DUMFRIES & GALLOWAY tel. 01387 266722
Galashiels (local office) tel. 01896 758298

For groups located in the following local authority areas telephone SPPA Centre for information and advice:

ARGYLL & BUTE, AYRSHIRE (EAST, NORTH & SOUTH) EAST DUNBARTONSHIRE, EAST LOTHIAN, EAST RENFREWSHIRE, HIGHLAND, INVERCLYDE, LANARKSHIRE (NORTH & SOUTH), MIDLOTHIAN, MORAY, ORKNEY, RENFREWSHIRE, SHETLAND, WEST DUNBARTONSHIRE, & THE WESTERN ISLES. tel. 0141 221 4148

Scottish Pre-school Play Association is a company limited by guarantee, registered in Scotland No. 86932. Registered office at: SPPA Centre, 21 Granville Street, Glasgow G3 7EE Tel: 0141 221 4148 Fax: 0141 221 6043 E-mail: info@sppa.org.uk Website: www.sppa.org.uk



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Learning Through Play!

Information Sheet



Promoting early education and childcare services

Scottish Pre-school Play Association (SPPA) is Scotland's largest voluntary sector provider of direct support services to community led childcare organisations.

It delivers essential support and guidance to providers of pre-school education and childcare services, including all-day care groups, playgroups, parent and toddler groups and under-fives groups.

SPPA has a track record of working with children and families, encompassing many of the most disadvantaged groups in Scotland, including families on low income, ethnic minority families, lone parent families and families affected by social or rural isolation. It works closely with parents, early years providers, the Scottish Executive, regulators, local authorities and childcare partnerships, as well as training providers and other umbrella organisations to support early education and childcare settings.

SPPA represents the interests of voluntary sector community based settings, providing input to national and local policy consultations and working groups.

Over 1200 member groups operate throughout mainland Scotland and the Islands. Through membership of SPPA, groups access a variety of services including specially negotiated insurance, publications, and advice on pre-school issues.



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Learning Through Play!

Mission statement

SPPA supports community based early education and childcare services for children and families.

Vision

To enrich the lives of all children to become confident and successful individuals learning through play.

Values

- Children are individuals, with rights, needs and views of their own
- The welfare of each child is paramount
- Play is important in children's care, learning and development
- Parents are the key educators of their children and are partners in their children's care, learning and development
- Children have a right to participate fully in family life and that family relationships are important
- Partnership and collaboration with other agencies and professionals strengthens support for children and families
- Inclusiveness, individuality, differences and diversity should be valued and celebrated
- Individuals should have equality of opportunity.

MEMBERSHIP SERVICES

Insurance

SPPA offers a highly competitive insurance package tailored to the needs of pre-school services.

The insurance package managed by Royal and Sun Alliance is open to members of the Association only and offers comprehensive cover for all a groups insurance needs. A summary of insurance booklet is available on request from SPPA Centre or can be viewed on the website.



First Five

First Five is SPPA's full colour magazine for parents, staff and providers of pre-school education.

It is published quarterly and issued to all members and associates of SPPA. Groups and individuals who are non-members can also subscribe to the magazine. As well as letting the membership know what is happening around the SPPA community, the magazine deals with issues that concern all pre-school education and childcare services. It contains articles on children's learning and development, training and qualifications, fundraising, resources, the regulatory framework, managing a pre-school service, insurance matters and much more.

Publications

SPPA also provides an excellent range of publications that are for sale to all parts of the sector.

SPPA member groups are able to purchase them at discounted prices. Publications may be ordered via the website, by telephone when paying by credit/debit card or from the Publications and Resource List. The List is sent out to member groups but can also be requested any time from SPPA Centre or can be downloaded from our website www.sppa.org.uk

Resources include books and leaflets designed by SPPA to help providers organise their service efficiently such as **Registers, Accounts Books, Accident & Incident Record Books** and **Contracts of Employment**. The three part "Effective" series covers **Committee Procedures, Financial Management** and **Employment Practice**, each book provides background information on best practice and is full of handy tips to improve a group's procedures.

A **Group Policy Pack** is also available which encompasses most of the policies a group will require. **Running a Toddler Group: a Code of Practice** provides ideas and guidelines on how to run a toddler group and how to support the learning and development of children under three. **Learning Through Play for the Under Threes in Parent and Toddler Groups** focuses on the types of activities that enhance children's learning and on the importance of positive adult/child relationships.

A Code of Practice for Early Years Settings covers the management of pre-school groups, activities, learning and development and children's needs.



Training & Development

Promoting personal and social development opportunities for adults is an integral part of SPPA's work with children, parents and families.

Where SPPA is funded local SPPA Development Workers are able to provide training on request to groups on matters relating to committee roles and procedures, safe recruitment of staff, management issues including, staff management, financial management, business planning and sustainability.

In some areas development staff can also provide training which explores child development and the importance of play in young children's learning and development. Practical workshops supporting parental involvement in their children's play are also offered.

SPPA supports the United Nations Convention of the Rights of the Child; its principles underpin all aspects of our work



National Conference

A key event each year is SPPA's Annual Conference which brings together representatives from across the sector to listen to invited speakers, to share good practice, network and socialise.

A range of continuous professional development opportunities are provided through the conference programme including listening to key-note speeches, sessions on a variety of topics relevant to the sector and information displays. There is also access to a wide range of companies and suppliers of pre-school equipment who exhibit and sell their products.

SPPA members and associates receive an invitation to attend the national annual conference at a reduced rate. The conference also incorporates the AGM which is an important membership event in the SPPA calendar.

Additional Support Needs Fund

SPPA has an Additional Support Needs Fund which is open to member groups.

The fund is used to support member groups to integrate children with additional support needs into pre-school settings. This fund is financed through grants and donations from a variety of sources and is aimed at directly helping those children who may need extra assistance.

SPPA's definition of additional support needs is wide ranging and can include children with physical and mental disabilities, children who are HIV positive, children facing short-term difficulties, children with language needs and children with behavioural difficulties. SPPA members can apply for a grant by contacting SPPA Centre for an application form.

Other Benefits of Membership

Further benefits of SPPA membership include access to national sponsorship and fundraising initiatives. This includes the SPPA 50/50 Christmas Prize Draw which enables member groups to recoup half the sale of tickets that their members sell. The draw provides a super opportunity to raise some additional cash for groups.

On your behalf SPPA also:

- Represents the views and concerns of members to local authority and government agencies
- Engages in consultation processes on a range of pre-school education and childcare issues.

As a member of SPPA, you are also entitled to:

- Vote for the SPPA Board of Directors who determine policy and govern the activities of the organisation
- Attend and vote at SPPA General Meetings and the Annual General Meeting.

SPPA online: www.sppa.org.uk



TYPES OF MEMBERSHIP

SPPA member groups include playgroups, toddler groups, under fives groups, all day care groups, out of school care groups, nurseries and family centres.

Within SPPA's structure, there are two distinct ways for pre-school services to join SPPA – either by becoming a **MEMBER** or by becoming an **ASSOCIATE**.

SPPA grants membership to pre-school groups that can demonstrate their willingness to operate to agreed standards as follows:

- The group is registered with the Care Commission for the service it provides - where applicable (this does not apply to toddler groups or groups where there is no legal requirement to register with the Care Commission)
- The group operates within the appropriate SPPA Code of Practice.

Family centres, all day care groups with out of school care, out of school care groups and playschemes which are registered, and have less than 50% of their membership within the pre-school years, can apply to become **GROUP ASSOCIATES**.

Individuals, who have an interest in the work of SPPA can join as an **INDIVIDUAL ASSOCIATE**.

Local authorities, central government agencies, local enterprise companies, and voluntary sector organisations can become **AGENCY ASSOCIATES**. Associateship entitles individuals and organisations to a quarterly copy of *First Five*, access to publications at the reduced member price, and to attend our national conference at a reduced price, access to the advice network and a copy of the Annual Review.

A Volunteering Organisation

SPPA is one of the largest voluntary organisations in Scotland with volunteers involved in member groups within the community, on various working groups, and on the Board of Directors.

There are a variety of opportunities for volunteers. For further information regarding volunteering, contact your local SPPA Area Office or SPPA Centre.

Volunteering within Groups

The vast majority of SPPA's volunteers are parents/carers within member and associate groups. These volunteers take on a variety of tasks in order to enhance the services that are offered to their children. These tasks include fundraising, helping in the playroom and committee responsibilities. Without these committed individuals, many voluntary management led pre-school services would cease to exist.

Volunteering at National level

There are various opportunities to volunteer nationally including joining the Board of Directors, writing articles for *First Five* magazine, or assisting with working groups on specific issues (for example, the National Conference Planning Group). Contact SPPA Centre for further details.



Funding

A core grant to support SPPA services is received from the Scottish Government. This funding contributes to the staffing and running costs of SPPA Centre. In addition to this, SPPA applies to local authorities for funding to cover local staff salaries and running costs. Local staffing levels and services are entirely dependent on the funding levels obtained, and are not part of the service provided by the membership fee.

In addition, SPPA raises funds from other sources in order to provide the range of services to members. Income is raised through membership fees, sponsorship, sale of publications, and fundraising. Income is also gained through donations, bequests and from *Friends of SPPA*.

Friends of SPPA

Anyone who wishes to support the work of SPPA can become a Friend of SPPA by completing a *Friends* leaflet which is available from SPPA Centre.

Financial donations and bequests assist the Association's work in a number of areas including funding the Additional Support Needs Fund which supports groups working with children with special needs and providing start-up grants to establish community led pre-school groups.