



Scottish Pre-school Play Association

Publications & Resources

2011 -2012

Administration

Member
(please enter quantity required in box)

Non-Member

code no.

1	Accident and Incident Record Book Make sure all accidents to children and adults are clearly recorded. Contains 10 detachable record forms and duplicates. Also includes useful information on RIDDOR reporting (reportable accidents).	<input type="checkbox"/> £5.50	<input type="checkbox"/> £7.50
3	Accounts Book Keep your group's finances in order. Includes a sample bank reconciliation statement, inventory, and monthly income and expenditure summary sheets.	<input type="checkbox"/> £5.00	<input type="checkbox"/> £6.50
7	Contract of Employment 2 copies. For pre-school group staff. Comes with Scottish Social Services Council (SSSC) Codes of Practice for social service workers and employers.	<input type="checkbox"/> £1.50	<input type="checkbox"/> £2.00
10	Inventory of Furniture and Equipment This booklet helps you keep track of equipment for insurance purposes	<input type="checkbox"/> £1.00	<input type="checkbox"/> £1.25
14	Early Years Group Model Constitution Applies to all early years groups. Includes guidance notes for applying for charitable status. Tick for one free copy. SPPA members only.	<input type="checkbox"/> FREE	XXXXXXXXXX
15	Attendance Register Covers 52 weeks with space for up to 41 children. Includes a sample day attendance record and enrolment forms for sessional playgroups and toddler groups. Every group should have one!	<input type="checkbox"/> £5.50	<input type="checkbox"/> £7.50

Good Committee Practice

5	Effective Committees A practical guide to running a pre-school group. Covers all aspects of committee roles and responsibilities. Includes committee checklist, sample minutes and suggested agendas. A4 size, 28 pages.	<input type="checkbox"/> £5.90	<input type="checkbox"/> £7.50
8	Effective Financial Management A practical guide to handling a pre-school group's money. Covers all aspects of financial management, specifically aimed at voluntary committees. A4 size, 36 pages.	<input type="checkbox"/> £5.90	<input type="checkbox"/> £7.50
13	Learning Through Play for the Under Threes in Parent & Toddler Groups A5, 56 pages. This booklet promotes the value of play for young children and gives ideas for parents to use to support their learning and development.	<input type="checkbox"/> £5.25	<input type="checkbox"/> £6.50
38	A Code of Practice for Early Years Settings A4, 64 pages. This provides guidance which will help member groups and other service providers to achieve and maintain the standard expected of them.	<input type="checkbox"/> £9.95	<input type="checkbox"/> £11.95
41	How Are We Doing? A Self Assessment Companion to A Code of Practice for Early Years Settings This provides a check list of reflective questions which enables settings to review the essential information required for the smooth running of a pre-school group, in line with the Code of Practice for Early Years Settings.	<input type="checkbox"/> £9.95	<input type="checkbox"/> £11.95
43	BUY ITEMS 38 & 41 TOGETHER AND RECEIVE 30% DISCOUNT	<input type="checkbox"/> £14.00	<input type="checkbox"/> £16.75
37	Running a Toddler Group: a Code of Practice Recommended for every toddler group. Includes sections on managing the group, planning for health and safety, and organising the session. A5, 52 pages.	<input type="checkbox"/> £6.95	<input type="checkbox"/> £8.50
78	Safeguarding Our Children Child safety and child protection guidelines for parents.	<input type="checkbox"/> £1.00	<input type="checkbox"/> £1.50
79	10 Steps to Safeguard Your Children Child safety and protection advice in a fold-out, pocket size leaflet. Bundle of ten.	<input type="checkbox"/> £1.00	<input type="checkbox"/> £1.50
77	Group Committee Support Pack BUY A PACK AND SAVE OVER 10% Contains 'Effective Committees'; 'Effective Financial Management'; 'A Code of Practice for Early Years Settings'; and 'How Are We Doing? A Self Assessment Companion to A Code of Practice for Early Years Settings.'	<input type="checkbox"/> £27.00	<input type="checkbox"/> £34.00
24	Parent & Toddler Group Support Pack Contains the 'Ten Steps to a Successful Toddler Group' leaflet, and the 'Running a Toddler Group: a Code of Practice' and 'Learning Through Play for the Under Threes in Parent and Toddler Group' booklets.	<input type="checkbox"/> £10.00	<input type="checkbox"/> £12.00

SPPA Group Policies

Member
(please enter quantity required in box)

Non-Member

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|----|--|---------------------------------|---------------------------------|
| 47 | Group Policy Pack
An invaluable tool for any group. Contains Child Protection Guidelines and Policies, Health & Safety Policy and Risk Assessment, and the following policy statements: Equal Opportunities and Diversity, Curriculum, Parental Involvement, Confidentiality, Admissions and Settling in, Additional Support Needs, Staff Development, Behaviour Management, Complaints, Whistleblowing, Outings, Anti-Bullying and Harassment, Recruitment. | <input type="checkbox"/> £25.00 | <input type="checkbox"/> £30.00 |
| 36 | Single copy of Child Protection Guidelines & Policies
This provides a basis for groups to develop effective measures to minimise risks to children, and to provide an environment in which they are safe from harm and in which any suspicion of abuse is promptly and appropriately responded to. | <input type="checkbox"/> £4.00 | <input type="checkbox"/> £5.50 |
| 11 | Single copy of Health and Safety Policy and Risk Assessment | <input type="checkbox"/> £4.00 | <input type="checkbox"/> £5.50 |
| | Single copy of any other policy Please state which policy: | <input type="checkbox"/> £2.00 | <input type="checkbox"/> £3.00 |

Play, Learning & Development

STICKY KIDS CDs: The Sticky Kids collection is the market leader in educational music and movement for under-7s. The CDs are carefully designed and produced with child development and the curriculum in mind. Every CD comes with written notes, suggestions for actions and tips on how to get the most out of the collection.

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| 29 | Sticky Kids Munch & Crunch CD
15 great action songs and memorable rhymes to make healthy eating the main thing on the menu. | <input type="checkbox"/> 11.99 | <input type="checkbox"/> £11.99 |
| 30 | Sticky Kids Around the World CD
International songs and rhymes CD. With teachers/parents notes, and translations for the material. | <input type="checkbox"/> 11.99 | <input type="checkbox"/> £11.99 |
| 31 | Sticky Kids In the Car CD
Songs, stories and rhymes relating to travel. With lyrics and teacher's notes. | <input type="checkbox"/> £11.99 | <input type="checkbox"/> £11.99 |
| 32 | Sticky Kids Warm-up! CD
Music and movement CD. With lyrics and teacher's notes. | <input type="checkbox"/> £11.99 | <input type="checkbox"/> £11.99 |
| 34 | Sticky Kids Bend & Stretch CD
Music and movement CD. With lyrics and teacher's notes. | <input type="checkbox"/> £11.99 | <input type="checkbox"/> £11.99 |
| 61 | Sticky Kids Fabby Dabby Dee CD
Action songs about feelings and friendship. With lyrics and teacher's notes. | <input type="checkbox"/> £11.99 | <input type="checkbox"/> £11.99 |

Self Study Pack

- 54 **Learning & Development: an introduction to childcare in an early years setting.**

This clear and easily understood pack has been designed for people to study on their own. It provides an introduction to working with children in the early years and is intended as a starting point for individuals, who wish to develop their knowledge and understanding of working in an early years setting. As it was published in 2002, it includes an addendum which lists developments that have taken place since then. It is a great resource and excellent value at the discounted price of £15.00 for member groups. There are five units:

Unit 1 Early Years Learning: looks at the principles which underpin work with pre-school children

Unit 2 The Early Years Curriculum: looks at providing an appropriate curriculum for young children

Unit 3 Observation: examines the purpose and value of observation when working with young children

Unit 4 Planning for Children's Learning and Development: examines the value and purpose of planning and offers examples of practice

Unit 5 Assessing and Recording Children's Achievements: explains the principles of assessing and recording children's achievements and provides models of practice



Members **£15.00**

Non-Members **£20.00**

First Five

First Five - SPPA's quarterly magazine delivered to your door

SPPA's full colour magazine First Five gives information, commentary and analysis on the current issues affecting the early years sector.

Have your own copy delivered to your door, or make sure that there are plenty to go round the group by ordering extra copies at a discounted price. Make cheques payable to SPPA and send this form to: **SPPA, First Five Subscriptions, 21-23 Granville Street, Glasgow G3 7EE**. Postage and packing are included in this price.



The prices below are for an annual subscription of four issues. PLEASE NOTE - THIS IS A SEPARATE ORDER FORM.

Please send me the next four issues of First Five magazine. I enclose a cheque for £12 (this includes postage and packing):

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Postage and Packing Charges

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£ 6.00 & under	£1.00	£60.00 & under	£6.00
£11.00 & under	£2.50	over £60	£9.90

Group name (if applicable)	SPPA Number
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NOTE: the rate for members will only apply to orders which show a current SPPA number. **Orders will only be accepted with payment.**

Name _____

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Please make cheques/postal orders payable to SPPA and send with this entire completed form to:

Scottish Pre-school Play Association, Sales Department, 21-23 Granville Street, Glasgow, G3 7EE

PLEASE NOTE - orders must be on a CURRENT Sales List

These prices are effective from 29 August 2011 and replace all previously quoted prices. Prices may be subject to change. Credit and debit card orders can be taken by telephone on 0141 221 4148. Receipts will be provided. If we are unable to fulfil your order, your money will be refunded or a credit note will be issued if the amount is less than £5.

We try to process orders as quickly as possible, but please wait two weeks before contacting us.

Members of SPPA, Early Years (Northern Ireland), PLA (England), Wales PPA, IPPA & the Scottish Childminding Association are entitled to the discounted prices shown in the left hand column. Remember to quote your SPPA number if applicable. Non-member prices are shown in the right hand column.

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Learning Through Play!