



Wales *Pre-school
Providers* Association

Cymdeithas *Darparwyr
Cyn-ysgol* Cymru



publications 2016

We have created a variety of publications designed to support you in the day-to-day running of your provision. In this booklet you will find details of these publications and an order form on the back cover.

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INTRODUCING our new free resource for Parent and Toddler groups

Download our free Parent & Toddler Guidelines from our website (www.walesppa.org). These comprehensive guidelines will help you in setting up and running a parent and toddler group. This useful resource guides you through all aspects of creating a group, from understanding legal responsibilities to managing finances to marketing, plus much more.

attendance register

This bilingual publication has a high visibility cover and room for 260 sessions for up to 49 children and 11 adults. Its format is designed with half pages, eliminating any need for folding to align with names. It allows for plenty of other useful information to be kept including: term dates, waiting list, emergency contact numbers and children's details. The back pages feature a comprehensive guide on infection control from the Health Protection Agency.



accident & incident report book

An invaluable bilingual publication for any setting. It contains room to record 25 separate incidents and accidents on carbonless paper, enabling you to provide a parent or guardian with a copy. The book also features important information on reporting incidents and data handling, in addition to information from the Welsh Government's National Minimum Standards.



Available
in English
and Welsh

Quality for All (QfA)

Quality for All (QfA) is our quality assurance scheme. QfA fully meets the Welsh Government's proposed framework for their expectations of a childcare quality assurance scheme in Wales. It builds on how you reflect on, review and develop your provision at a pace that suits you and your staff team. QfA links to the demands made on you by regulators and local authorities so it can reduce duplication of your work, allowing you to make best use of your resources.

	Members	Non members
Guidance and evaluation pack	£120 inc VAT	£180 inc VAT
Initial assessment	£220 inc VAT	£282 inc VAT
Annual re-accreditation	£160 inc VAT	£220 inc VAT

For those with more than one provision there is a 10% discount for the second (and each additional) provision.

policies and procedures*

This important resource is for providers wanting to ensure they have up-to-date policies and procedures that clearly match CSSIW's National Minimum Standards. Included in the pack is a book with 29 comprehensive policies and procedures in template format, a CD containing editable Word documents of the templates and guides to help you tailor them.

* Revised in accordance with NMS 2016



Available
in English
and Welsh



smalltalk magazine

smalltalk is Wales PPA's members' magazine produced four times a year. The magazine features important information relating to the childcare sector in the UK, with a particular emphasis towards Wales and the Foundation Phase.

employer resource pack

Early years settings can use this comprehensive new pack to help them with all aspects of recruiting. There are template recruitment procedures; job descriptions and person specifications; staff induction checklists; continuing professional development records; plus many more. The pack includes a book for reference and a CD with Word document templates for you to adapt.



Ordering Information

Orders can only be dispatched upon receipt of payment.

Currently you can pay by:

- **Sending cash** (refer to Post Office guides for safe ways of sending money by mail) or **a cheque** (by making the cheque payable to Wales PPA).
- **BACS** (our bank details: Barclays, Acc No: 80628212, S/C: 202569) please use your membership number as a reference when making a payment via BACS.

Please complete this form, save and return by email to (info@walesppa.org). Alternatively, print out the document, complete and send along with payment (if applicable) to:

**Wales PPA, Unit 1, The Lofts,
9 Hunter Street, Cardiff, CF10 5GX**

Group name:.....

Membership No:.....

Date:

Name:.....

Delivery Address:

.....

Postcode:

Telephone number(s):.....

Email:.....

Publications	Non-Members	Members	Qty	Total
Accident and Incident Report Book	£10.55	£8.25		
Register*	£7.95	£5.70		
Employer Resource Pack*	£21.40	£16.25		
Policies and Procedures (booklet & CD)	£21.40	£16.25		
Smalltalk magazine	£9.85	£7.00		
Quality for All (QfA) guidance and evaluation pack*	£180.00	£120.00		
Parent and Toddler Group Guidance (download)	FREE	FREE		
Total				
Date received (for office use only)				

Method of payment (please tick)

Cheque ☐ BACS ☐

Prices include VAT where applicable* all amounts include posting and packaging costs.

Registered Office: Unit 1, The Lofts, 9 Hunter Street, Cardiff CF10 5GX
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Company limited by guarantee 3164233

