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Are you concerned about your childcare centre's performance at assessment time? Take the headache out of creating uniform compliance documentation with the Childcare Centre Diary for New Zealand.

This diary is an indispensable tool for record-keeping and planning for compliance under the regulations. It teaches your staff to be uniform and vigilant via a weekly format. This in turn reduces the stress and workload associated with the regulations.

Who is this diary for?

- Directors
- Educational Leaders & Room Leaders
- Long Day Care
- Occasional Care
- Preschool
- Kindergartens

What are the benefits?

- Evidence against the regs and the law
- Helps with Quality Improvement
- Less paperwork, photocopying and filing
- All in one place
- Easy to use

Use this diary in conjunction with the **Weekly Programming and Reflection Diaries**

RRP NZD \$43.70 inc GST
Postage extra

Bulk discounts apply
Over 10 - \$41.40
Over 20 - \$39.10

For more information about how to use the resources or about bulk-buy discounts or customisation, just drop us a line at info@bccr.co.nz or visit www.bccr.co.nz

What's in the front pages?

IMPORTANT INFORMATION

THIS DIARY BELONGS TO:

Name: Phone: Mobile:

CHILD CARE CENTRE/PRESCHOOL

Name: Phone: Mobile: Fax:

Address: PO Box: Email: Website: Facebook Page: Twitter: Other ID:

DIRTOR DETAILS

Director/CEO Name: Phone: Mobile: Email: Emergency Contact: Phone: Mobile:

LOGINS

Website: username:login: password: Website: username:login: password: Website: username:login: password: Website: username:login: password:

HOW TO USE THIS DIARY

Welcome to the Childcare Centre Diary - the diary and resource book specifically designed for Childcare Centres, Preschools and Kindergartens.

In these pages you will find information on setting up and using the diary as a planner, your planner, important dates and contacts, registration authority and ECTAF materials, notices.

There is space to record information about children and parents, supplier details and other details.

Most importantly there are specific tools which will help you meet compliance and assessment requirements - all in one handy book.

Each day you can record:

- individual decisions
- general communication and a to-do list
- record of responsibility/sign-in/duty
- meetings / conversations / training
- small events / daily changes

Each week, make notes for your reflections and goal setting/reporting.

Each month, check you have outlined your first aid kit and other requirements needed, make notes on monthly meetings and plan in the two months in advance.

WE HOPE YOU ENJOY THE CONVENIENCE AND LEVEL OF DETAIL OF YOUR DIARY!

Order your 2019 Diary online at www.bccr.co.nz

Important Information

STAFF DETAILS

Name:	Phone:	Mobile:
Address:		
Email:		

Name:	Phone:	Mobile:
Address:		
Email:		

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Supplier Details

Electrician:	Phone:	Mobile:
Plumber:	Website:	
Plumber:	Phone:	Mobile:
Plumber:	Website:	
Handyman/Woman:	Phone:	Mobile:
Electrician:	Website:	
Electrician:	Phone:	Mobile:
Waste Disposal:	Phone:	Mobile:
Electrician:	Website:	
Gas Supplier:	Phone:	Mobile:
Electrician:	Website:	
Security:	Phone:	Mobile:
Electrician:	Website:	
Cardmaker:	Phone:	Mobile:
Electrician:	Website:	
IT Supplier:	Phone:	Mobile:
Electrician:	Website:	
Bus Control:	Phone:	Mobile:
Electrician:	Website:	
Carpet Cleaning:	Phone:	Mobile:
Electrician:	Website:	
Pay Salary Service:	Phone:	Mobile:
Electrician:	Website:	
Electrician:	Phone:	Mobile:
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Electrician:	Website:	
Electrician:	Phone:	Mobile:
Electrician:	Website:	
Electrician:	Phone:	Mobile:
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Electrician:	Phone:	Mobile:
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Electrician:	Phone:	Mobile:
Electrician:	Website:	

Important information about the owner, service contacts and more

Contact details of staff members

Contact details of suppliers including trades, emergency, and more

Te Whāriki

STRANDS, GOALS AND LEARNING OUTCOMES | TAUMATA WHAKAHIKARAHIRA

STRAND	GOALS	LEARNING OUTCOMES
Whānau Māori ariā	Children experience an environment where: <ul style="list-style-type: none"> • Their health is promoted • Their emotional wellbeing is nurtured • They are kept safe from harm 	Over time and with guidance and encouragement, children become increasingly capable of: <ul style="list-style-type: none"> • Managing themselves and caring for themselves in a respectful way • Managing themselves and expressing their feelings and needs • Managing themselves and others safe from harm in a respectful way
Māngere Māori ariā	Children and their families experience an environment where: <ul style="list-style-type: none"> • A connection exists with the land and the wider world and is affirmed and extended • They feel comfortable with the traditions, customs and regular events • They know that Pūwhiri is a place 	Over time and with guidance and encouragement, children become increasingly capable of: <ul style="list-style-type: none"> • Making connections between people, places and things in their world in a respectful way • Making connections between people, places and things in their world in a respectful way • Making connections between people, places and things in their world in a respectful way
Communication Māori ariā	Children experience an environment where: <ul style="list-style-type: none"> • They are able to communicate with their whānau, friends and others • They are encouraged to learn with and alongside others • They are encouraged to learn with and alongside others 	Over time and with guidance and encouragement, children become increasingly capable of: <ul style="list-style-type: none"> • Communicating their ideas and feelings with others in a respectful way • Communicating their ideas and feelings with others in a respectful way • Communicating their ideas and feelings with others in a respectful way
Education Māori ariā	Children experience an environment where: <ul style="list-style-type: none"> • They are able to explore and learn from their own and others' cultures • They are able to explore and learn from their own and others' cultures • They are able to explore and learn from their own and others' cultures 	Over time and with guidance and encouragement, children become increasingly capable of: <ul style="list-style-type: none"> • Exploring, imagining, creating and expressing themselves in a respectful way • Exploring, imagining, creating and expressing themselves in a respectful way • Exploring, imagining, creating and expressing themselves in a respectful way

Government Schools Term Dates 2019

Awareness Days 2019

DATE	DAY	HOLIDAY
1 Jan	Tue	New Year's Day
6 Feb	Wed	Hui Day
15 Apr	Fri	Easter - Good Friday
22 Apr	Mon	Easter Monday
22 Apr	Tue	Easter Tuesday (school holiday)
23 Apr	Thu	HUI DAY
1 Jun	Mon	Queen's Birthday
1 Jun	Mon	Labour Day
25 Dec	Wed	Christmas Day
26 Dec	Thu	Boxing Day

Public Holidays 2019

DATE	DAY	HOLIDAY
1 Jan	Tue	New Year's Day
6 Feb	Wed	HUI DAY
15 Apr	Fri	Easter - Good Friday
22 Apr	Mon	Easter Monday
22 Apr	Tue	Easter Tuesday (school holiday)
23 Apr	Thu	HUI DAY
1 Jun	Mon	Queen's Birthday
1 Jun	Mon	Labour Day
25 Dec	Wed	Christmas Day
26 Dec	Thu	Boxing Day

Anniversary Days 2019

DATE	DAY	ANNIVERSARY DAY
21 Jan	Mon	Wellington anniversary day
27 Jan	Mon	Nelson anniversary day
28 Jan	Mon	Auckland anniversary day
4 Feb	Mon	Nelson anniversary day
18 Feb	Mon	Taranaki anniversary day
25 Feb	Mon	Otago anniversary day
23 Apr	Tue	Southern anniversary day
23 Jun	Mon	Canterbury (South) anniversary day
25 Oct	Fri	Punahou Anniversary Day
15 Nov	Fri	Canterbury (North) anniversary day
1 Dec	Mon	Midwinter anniversary day
2 Dec	Mon	Chatham Islands anniversary day

Glossary of Māori and Pasifika words

Word	Meaning	Word	Meaning
Whānau	family / extended family	Whānau	to be strong
Whānauwhiri	interdependence of learning	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong
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Whānauwhiri	to be strong	Whānauwhiri	to be strong
Whānauwhiri	to be strong	Whānauwhiri	to be strong

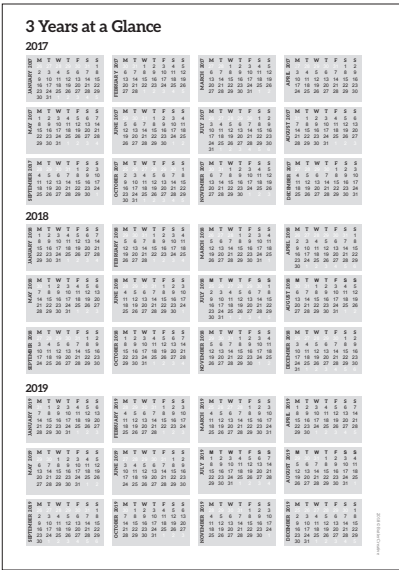
Summary of the Te Whāriki Strands, Goals and Learning Outcomes

School terms, public holiday dates and awareness day dates

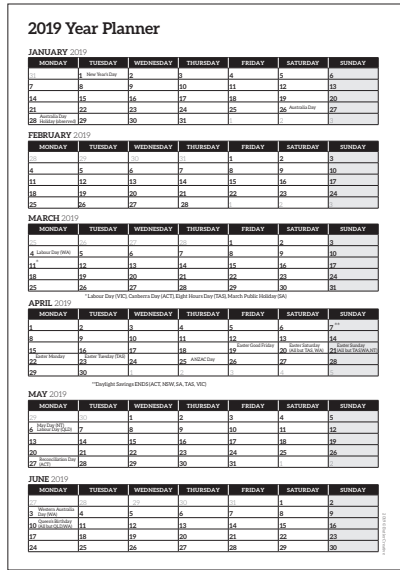
Glossary of Māori and Pasifika words

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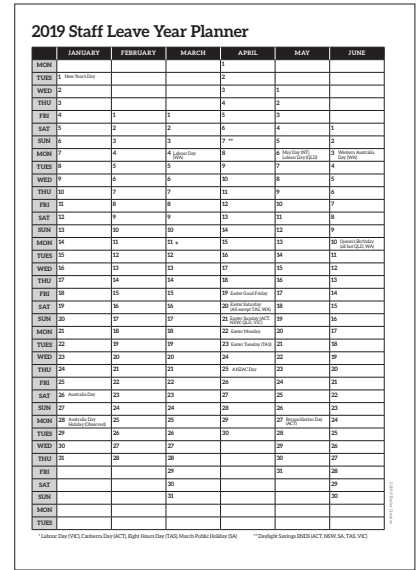
What's in the front pages?



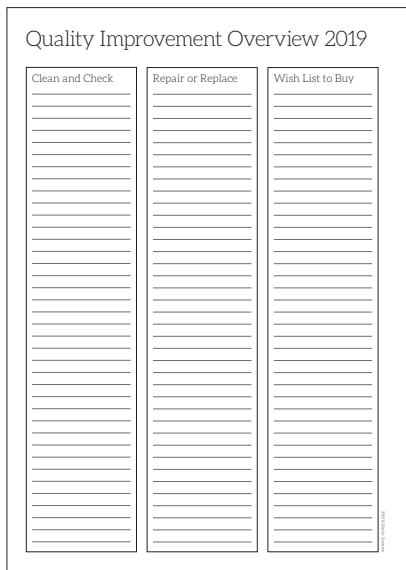
3 Years at a glance calendar



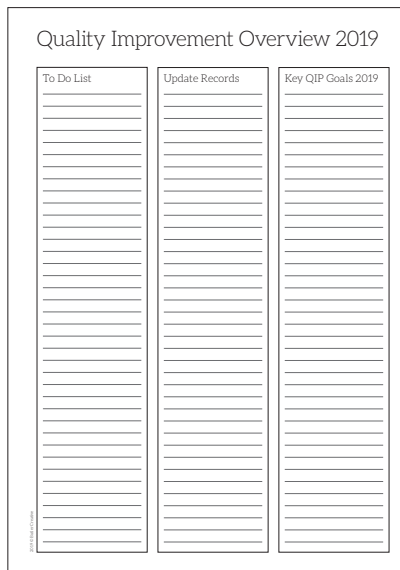
Double page spread of Year Planner



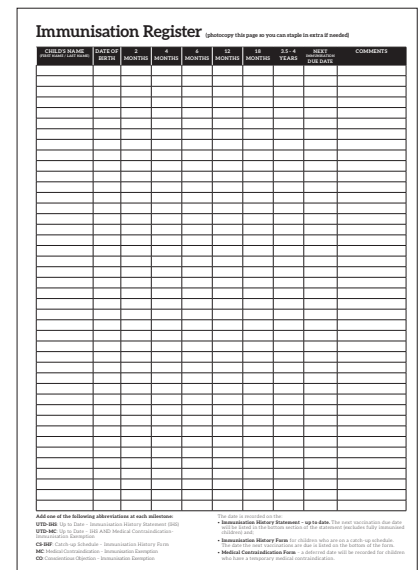
Double page spread of Staff Leave Planner



Quality Improvement Overview (Clean and Check, Repair or Replace, Wish list to buy)



Quality Improvement Overview (To do list, Update records, Key QIP goals for year)



Children's Immunisation Register summary

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7 Monday

JANUARY 2019

CHILDREN ABSENT/ REASON:

OCCASIONAL CARE BOOKED:
(when available)

RECORD OF RESPONSIBLE PERSON ON DUTY

	Start: am/pm	End: am/pm	Signature
Nominated Supervisor			
Responsible Person			

MEETINGS/ORIENTATIONS/TRAINING

Time	Booked

STAFF AWAY/ SHIFT CHANGES:

GENERAL CORRESPONDENCE:	TO DO:
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5 Saturday

JANUARY 2019

6 Sunday

REFLECTIONS ON THE WEEK:

GOALS FOR NEXT WEEK:

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SAMPLE

DECEMBER 2018	M	T	W	T	F	S	S
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6

JANUARY 2019	M	T	W	T	F	S	S
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3

FEBRUARY 2019	M	T	W	T	F	S	S
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3