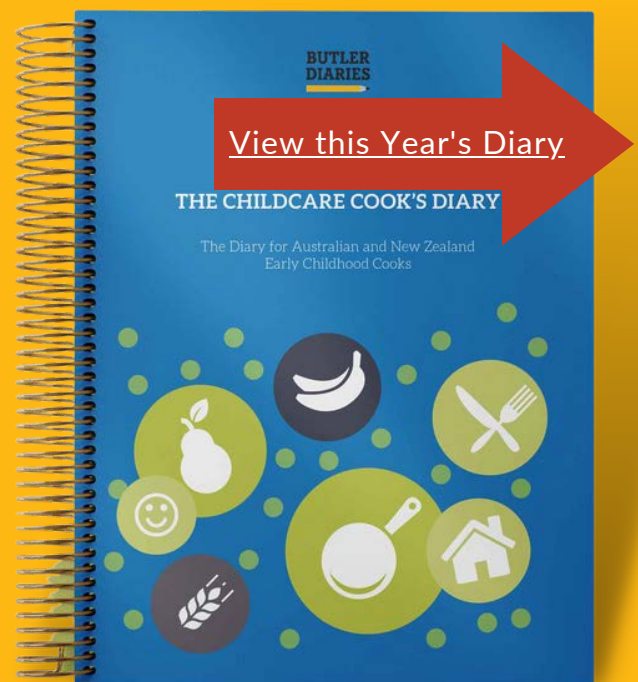




## Look inside the **CHILDCARE COOK'S DIARY**

This information ebook is designed to support you in identifying, reflecting on, and documenting how your service operations and practices are linked to:

- Frameworks,
- NQS,
- Theorists,
- Developmental Milestones, and
- Exceeding Themes.



# THE CHILDCARE COOK'S DIARY



This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches staff to be vigilant and takes the headache out of creating uniform compliance documentation.

**BUTLER DIARIES**



Centre-based service ✓



Family day care services ✓



School aged children ✓



Birth to five ✓

## THIS DIARY IS FOR

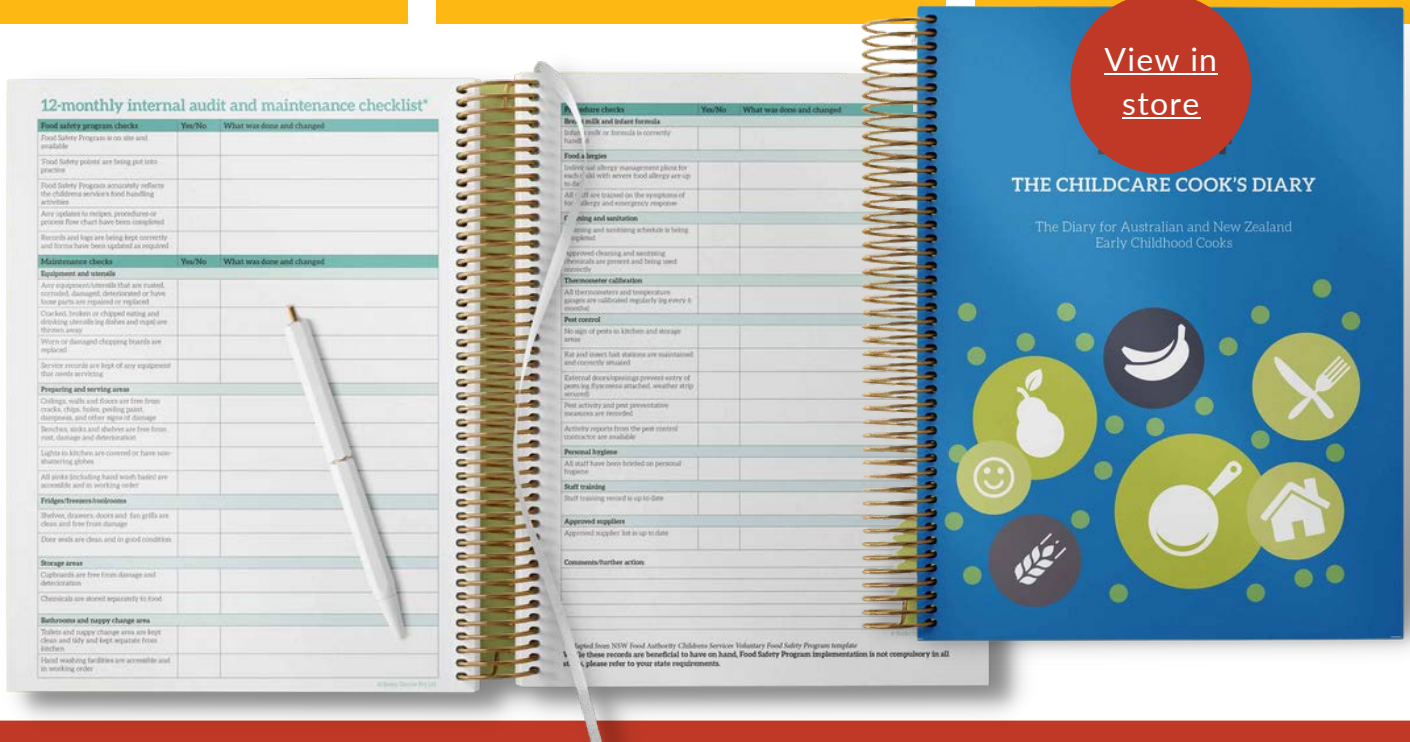
- Cooks

## WORKING IN

- Long Day Care
- OSHC / Occasional Care
- Preschool
- Kindergarten (incl. QLD Kindergarten Program)
- Family Day Care

## IN

- Australia (all States)



- ✓ LESS PAPERWORK
- ✓ ALL IN ONE PLACE
- ✓ EASY TO USE
- ✓ PROMPT AND INSPIRE

- ✓ EVIDENCE NQS
- ✓ REDUCE COMPLIANCE CONFUSION
- ✓ QUALITY IMPROVEMENT
- ✓ FAMILY OWNED

# 1 MONDAY

JANUARY



Today's Menu						
	Purees / semi-solid	No.	Whole food and drink	No.	Alternatives*	No.
Breakfast (time: )						
Morning Tea (time: )						
Lunch (time: )						
Afternoon Tea (time: )						
Late Afternoon Tea (time: )						
Dinner (time: )						

\* for allergies / intolerance or cultural/religious

Family or Service Correspondence:

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Add to Shopping List:

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Deliveries Received Today:	Issues?	UBDs ok?
<hr/> <hr/> <hr/> <hr/>		

Out of Pocket Expenses:

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Maintenance required:	Action taken:
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Special Occasions today:  
(birthdays, cultural)

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Fridge / Freezer Temps:  
Appliance      °C

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# 6 SATURDAY

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# 7 SUNDAY

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## JANUARY



### WEEKLY CHECKLIST:

Individual allergy management plans for each child up to date:

Nutritional goals met:

Cooking activity with children:

Handwashing basin has soap / paper towel/ hand sanitiser available:

No sign of pest activity:

Chemicals stored safely:

Food past its 'use-by' date thrown away, and stock rotated:

All equipment maintenance issues dealt with:

### ORDERS FOR NEXT WEEK:

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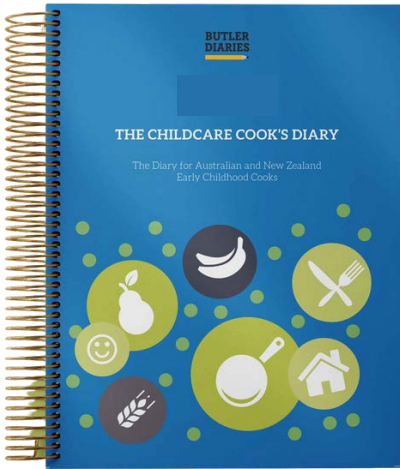


# THE CHILDCARE COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?



IMPORTANT INFORMATION SUMMARY



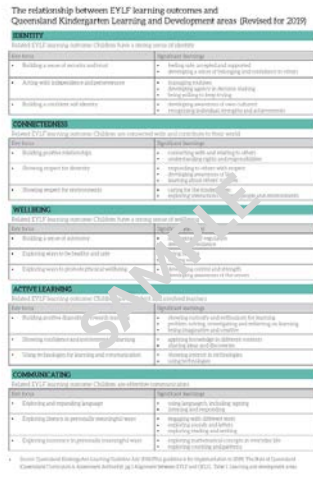
SUPPLIER DETAILS



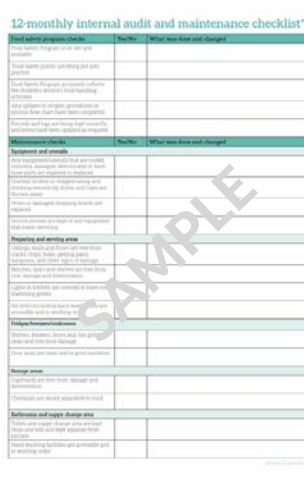
SUMMARY OF EYLF V2.0 FRAMEWORK



SUMMARY OF MTOP V2.0 FRAMEWORK



LINKING EYLF AND QKLG



YEARLY AUDIT AND MAINTENANCE CHECKLIST



WEEKLY MENU TEMPLATE

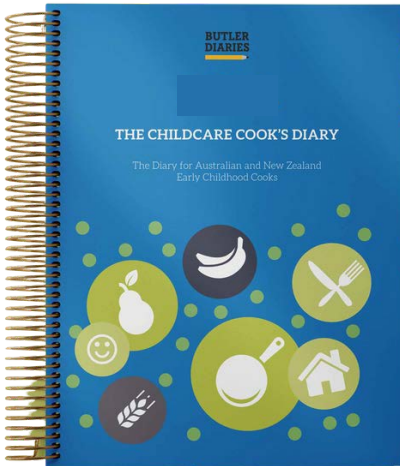
\*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

# THE CHILDCARE COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

## LOOK INSIDE FRONT PAGES



### WHAT'S IN THE FRONT PAGES?

**QUALITY IMPROVEMENT GOALS**

Clean and Check

Repair or Replace

Wish List to Buy

Update Records

To Do List

**PROFESSIONAL DEVELOPMENT SUMMARY**

MARK HOUR AS \* FOR INTERNAL OR \*\* FOR EXTERNAL

### QIP GOALS AND PROFESSIONAL DEVELOPMENT

**Action plans for anaphylaxis and allergic reactions**

FIELDS NAME	Action Plan Description	Due	Updated Version?

### ACTION PLAN RECORD

**POLICY AND PROCEDURES REVIEW**

**COMMUNITY PARTNERSHIPS**

**MEETING NOTES**

### POLICY, COMMUNITY, AND MEETING NOTES

### 3 Years at a Glance

2023

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monday	5	12	19	26	3	10	17	24	31	7	14	21
Tuesday	6	13	20	27	4	11	18	25	2	9	16	23
Wednesday	7	14	21	28	5	12	19	26	3	10	17	24
Thursday	8	15	22	29	6	13	20	27	4	11	18	25
Friday	9	16	23	30	7	14	21	28	5	12	19	26
Saturday	10	17	24	31	8	15	22	29	6	13	20	27
Sunday	11	18	25		9	16	23	30	7	14	21	28

2024

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monday	1	8	15	22	29	5	12	19	26	3	10	17
Tuesday	2	9	16	23	30	6	13	20	27	4	11	18
Wednesday	3	10	17	24	31	7	14	21	28	5	12	19
Thursday	4	11	18	25	1	8	15	22	29	6	13	20
Friday	5	12	19	26	2	9	16	23	30	7	14	21
Saturday	6	13	20	27	3	10	17	24	31	8	15	22
Sunday	7	14	21	28	4	11	18	25	2	9	16	23

2025

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monday	1	8	15	22	29	5	12	19	26	3	10	17
Tuesday	2	9	16	23	30	6	13	20	27	4	11	18
Wednesday	3	10	17	24	31	7	14	21	28	5	12	19
Thursday	4	11	18	25	1	8	15	22	29	6	13	20
Friday	5	12	19	26	2	9	16	23	30	7	14	21
Saturday	6	13	20	27	3	10	17	24	31	8	15	22
Sunday	7	14	21	28	4	11	18	25	2	9	16	23

### 3 YEARS AT A GLANCE

**Annexure**

**Equality and Sustainability Calendar and Special Days 2024**

Month	Special Day / Event
Jan	World Water Day, Martin Luther King Jr. Day, National Day of Mourning
Feb	Valentine's Day, Black History Month, Groundhog Day
Mar	St. Patrick's Day, World Day of the Girl Child, International Day of Women's Rights and International Day of the Girl
Apr	Eid al-Fitr, Good Friday, Easter Sunday, International Day of Autism Awareness
May	Labour Day, International Day of the Girl, World Day of Mother Tongue, Mother's Day, International Day of the Girl Scout and Girl Guide
Jun	World Environment Day, International Day of the Girl, World Day of the Girl Scout and Girl Guide
Jul	Independence Day, International Day of the Girl Scout and Girl Guide
Aug	International Day of the Girl Scout and Girl Guide, International Day of the Girl Scout and Girl Guide
Sep	International Day of the Girl Scout and Girl Guide, International Day of the Girl Scout and Girl Guide
Oct	International Day of the Girl Scout and Girl Guide, International Day of the Girl Scout and Girl Guide
Nov	International Day of the Girl Scout and Girl Guide, International Day of the Girl Scout and Girl Guide
Dec	International Day of the Girl Scout and Girl Guide, International Day of the Girl Scout and Girl Guide

### SPECIAL DATES CALENDAR

### School Terms and Public Holidays

**Assessment Week Schools Terms Dates 2024**

School Term	Start	End
Term 1	2024-01-08	2024-03-29
Term 2	2024-04-01	2024-06-21
Term 3	2024-06-24	2024-09-05
Term 4	2024-09-09	2024-11-29

**Assessment & Exam Public Holidays 2024**

Country	Public Holiday	Date
USA	New Year's Day	2024-01-01
USA	Jan 21st Holiday	2024-01-21
USA	Presidents Day	2024-02-19
USA	Good Friday	2024-04-05
USA	Easter Sunday	2024-04-08
USA	Memorial Day	2024-05-27
USA	Juneteenth	2024-06-19
USA	Labor Day	2024-09-02
USA	Columbus Day	2024-10-07
USA	Veterans Day	2024-11-11
USA	Thanksgiving	2024-11-28
USA	Christmas Eve	2024-12-24
USA	Christmas Day	2024-12-25
USA	New Year's Eve	2024-12-31

### SCHOOL TERMS AND PUBLIC HOLIDAYS

### 2024 Year Planner

Month	Jan	Feb	Mar	Apr	May	Jun
MON	1	8	15	22	29	5
TUE	2	9	16	23	30	6
WED	3	10	17	24	31	7
THU	4	11	18	25	1	8
FRI	5	12	19	26	2	9
SAT	6	13	20	27	3	10
SUN	7	14	21	28	4	11

### YEAR PLANNER

\*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

# THE CHILDCARE COOK'S DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### FRAMEWORKS

#### Principles

- **Partnerships** with families and **respect** for diversity are encouraged with correspondence and cultural consideration records.

#### Practice

- **Intentional teaching and cultural responsiveness** are encouraged with weekly children's involvement and cultural consideration records.

#### Learning Outcomes

- **Children's identity** is respected and supported with family correspondence, health records, children's involvement, and cultural consideration (LO1)
- Children's sense of wellbeing is being fostered with the **inclusion of children** in healthy cooking experiences (LO3)



### COVERS:

- LO1: Children have a strong sense of identity
- LO3: Children have a strong sense of wellbeing



# THE CHILDCARE COOK'S DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### THEORETICAL LINKS

- Maslow's Hierarchy of needs states children's physiological and safety needs must be met before children can move up to love and belonging. Access to healthy food is vital to their **movement up their hierarchy of needs**.
- Dewey emphasised the importance of children's **cultural worlds**. Cultural celebration is supported by a cultural and special day calendar and cultural occasions record.
- Bronfenbrenner emphasised the importance of **interactions between environmental factors** on children's development. Interactions between parents and educators are encouraged with family correspondence records every day.

### DEVELOPMENTAL MILESTONES

- By supporting the implementation of health and safety practices for Early Childhood Cooks, **children's development** is being supported.
- Healthy eating has been linked to children being more **alert and interested** in activities, thereby supporting their inclusion and active participation.
- Healthy foods provided at your service convey **important messages to families and children** and contribute significantly to their **daily nutrition intake**.



# THE CHILDCARE COOK'S DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK



#### Compliance under NQS

- Supports general compliance with NQS through **Quality Improvement goals, QIP notes, and an internal audit.**

#### QA1 Educational program and practice

- Supports implementation of **approved learning frameworks, child-centred opportunities, and intentional teaching** with a special occasions (birthdays, cultural) planner, checklist for weekly cooking activities, overview pages, and diversity dates calendar (**QA1.1.1, QA1.1.2, QA1.2.1**)

#### COVERS:

- 1.1.1 Approved Learning Framework
- 1.1.2 Child-centred
- 1.2.1 Intentional teaching

#### QA2 Children's health and safety

- Supports health practices, procedures and healthy eating with a weekly checklist for **allergy management plans and nutritional goals (QA2.1.2, QA2.1.3).**

#### COVERS:

- 2.1.3 Healthy lifestyle

#### QA3 Physical environment

- Supports in the **upkeep of equipment** with weekly checklist and maintenance records (**QA3.1.2**)
- Supports engagement with **sustainable practices** with sustainability dates calendar (**QA3.2.3**)

#### COVERS:

- 3.1.2 Upkeep
- 3.2.3 Environmentally responsible



# THE CHILDCARE COOK'S DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK



#### QA4 Staffing arrangements

- Supports collaboration and **staff learning** from one another with a record of professional development and service communication records (**QA4.2.1**)
- Supports guidance by **professional standards** (**QA4.2.2**)

#### COVERS:

- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

#### QA5 Relationships with children

- Supports maintaining the **dignity and rights of every child** with consideration to their health and cultural needs (**QA5.1.2**)

#### COVERS:

- 5.1.2 Dignity and rights of the child

#### QA6 Partnerships with families and community

- Supports the **respect of families** and encourages their input with a family correspondence record (**QA6.1.2**)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar and cultural planner (**QA6.2.3**)

#### COVERS:

- 6.1.2 Parent views are respected
- 6.2.3 Community engagement

#### QA7 Leadership and service management

- Supports you in **managing risk** through allergy and anaphylaxis action plan records, upkeep records, and checklists (**QA7.1.2**)
- Supports you in understanding your **roles and responsibilities** through weekly checklists and prompts (**QA7.1.3**)
- Supports you with **continuous improvement** through quality improvement goals and internal audits (**QA7.2.1**)

#### COVERS:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems



# THE CHILDCARE COOK'S DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

##### **Embedded in Service Operations**

Our Early Childhood Cook's Diary is designed to provide evidence on **consistent and intentional practice** embedded in service operations. This occurs through consistent records and weekly checklists addressing health, safety, engagement with children and ongoing professional development records.

#### THEME 3

##### **Shaped by Meaningful Engagement with Families and/or the Community**

Our diary supports **meaningful engagement** with families and the community with daily family correspondence records, notes on special occasions, and weekly checklists on **children's health and nutrition needs**.



ORDER YOUR DIARY  
[WWW.BUTLERDIARIES.COM](http://WWW.BUTLERDIARIES.COM)



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# THE CHILDCARE COOK'S DIARY



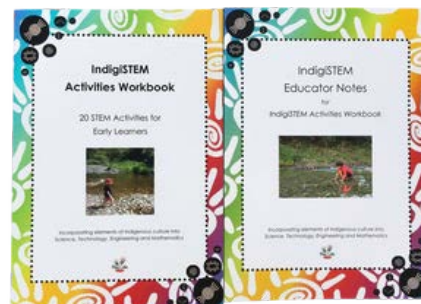
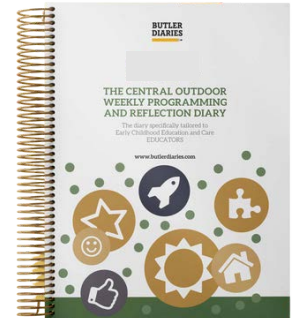
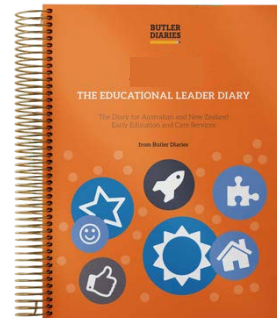
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## OTHER RESOURCES FOR YOUR SERVICE



## SPECIAL INTEREST CALENDARS

### DIARIES



### JOURNALS & WORKBOOKS

### AND MORE



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**Information sourced from:**

ACECQA - [About Exceeding](#)

ACECQA - [National Quality Standard](#)

Australian Government - [Developmental milestones and the EYLF and NQS](#)

Australian Government - [The Early Years Learning Framework for Australia](#)

Australian Government - [My Time, Our Place](#)

Queensland Curriculum & Assessment Authority - [Queensland Kindergarten Learning Guideline](#)

**Disclaimer:**

Butler Diaries provide evidence for some, but not all parts of frameworks and NQS. Butler Diaries cannot promise our products will get you a better assessment. This information is general information only and must be considered inside the context of your own practices and service operations.