

# BUTLER DIARIES



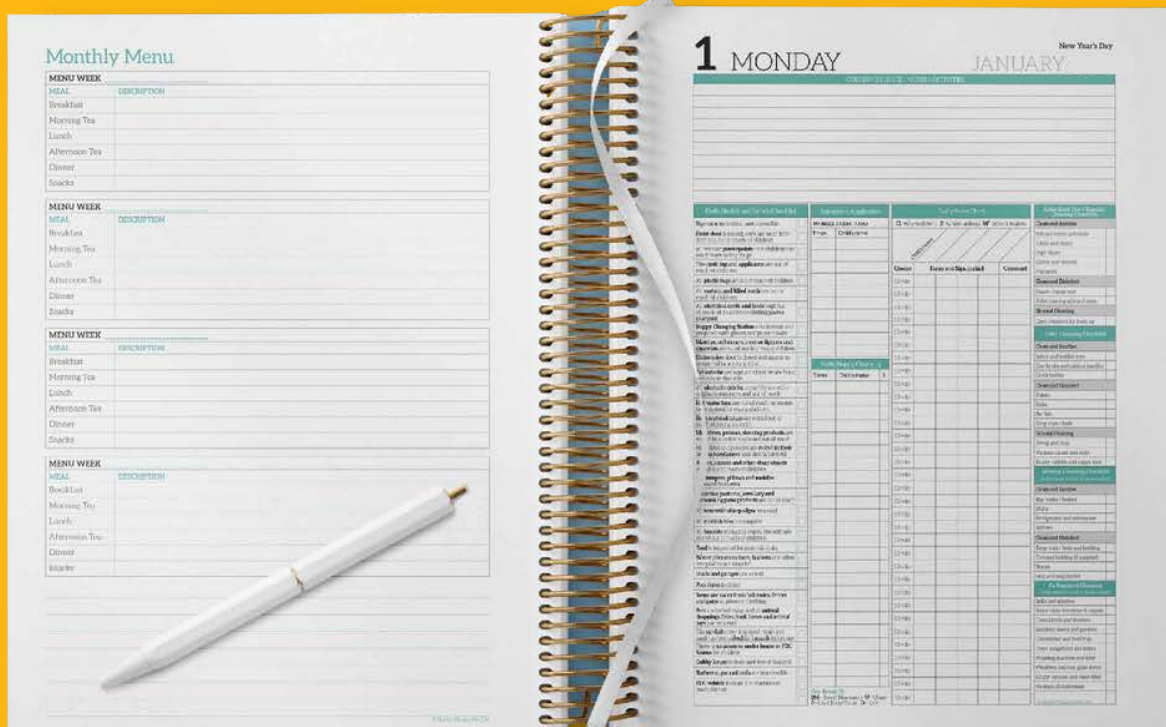
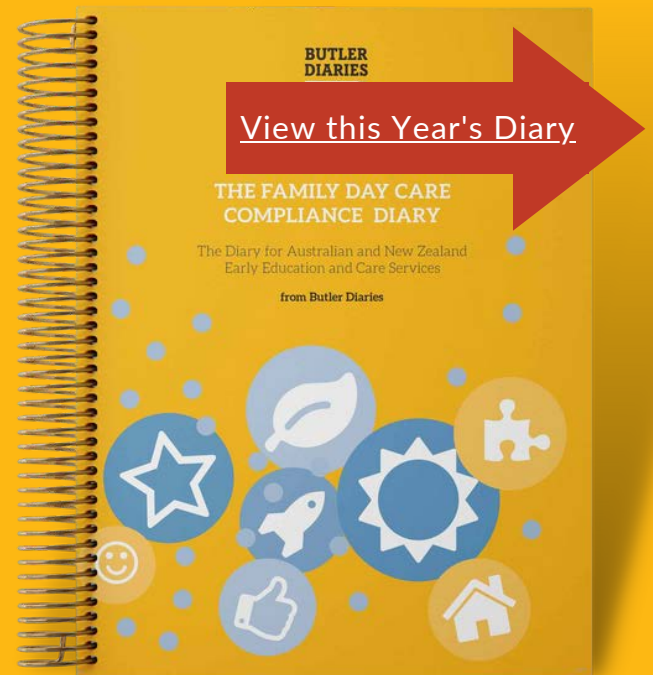
# COMPLIANCE INFORMATION

Look inside the

## FAMILY DAY CARE COMPLIANCE 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 FAMILY DAY CARE COMPLIANCE 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**



Family day care services ✓



School aged children ✓



Birth to five ✓

## THIS DIARY IS FOR

- Educators
- Room Leaders
- Teachers
- Educational Leaders
- Co-ordinators
- Nominated Supervisors

## WORKING IN

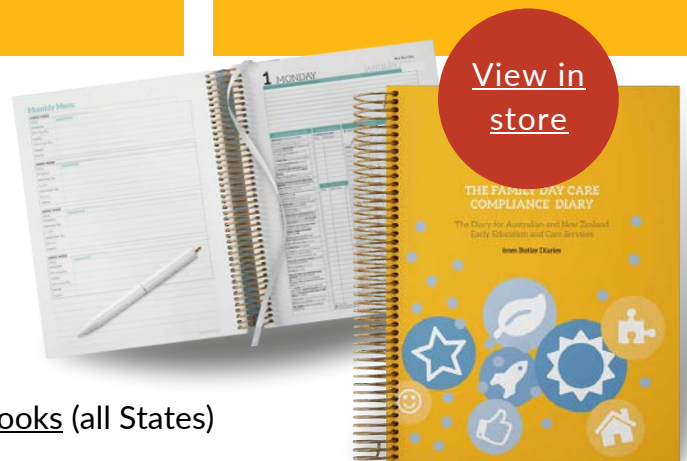
- Family Day Care

## IN

- Australia (all States)

## DESIGNED TO BE USED WITH:

- Childcare Cook's Diary (all States)
- Educational Leader Diary (all States)
- Nominated Supervisor Diary (all States)
- Family Day Care No Carbon Required Compliance Books (all States)
- QLD Weekly Programming and Reflection Diary (QLD only)
- Weekly Programming and Reflection Diary (all States), OSHC Version (all States)
- Central Outdoor Weekly Programming and Reflection Diary (all States)



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

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

CORRESPONDENCE / NOTES / ACTIVITIES


Daily Health and Safety Checklist		Sunscreen Application		Daily Sleep Chart			After Each Use / Regular Cleaning Checklist	
Sign-in area is clean and accessible	<input type="checkbox"/>	UV INDEX RATING TODAY _____		D when down, S when asleep, W when wakes			Clean and Sanitise	
Front door is locked, keys are near front door but out of reach of children	<input type="checkbox"/>	Times	Child's name	<i>Child's name</i>			Kitchen bench and sinks	
All unused powerpoints that children can reach have safety plugs	<input type="checkbox"/>						Tables and chairs	
The cook top and appliances are out of reach of children	<input type="checkbox"/>			Checks	Times and Sign (initial)	Comment	High chairs	
All plastic bags are out of reach of children	<input type="checkbox"/>			10 min			Dishes and utensils	
All curtain and blind cords are out of reach of children	<input type="checkbox"/>			10 min			Placemats	
All electrical cords and leads kept out of reach of children (including phone chargers)	<input type="checkbox"/>			10 min			Clean and Disinfect	
Nappy Changing Station area is clean and prepared with gloves and paper towels	<input type="checkbox"/>			10 min			Nappy change mat	
Matches, oil burners, incense, lighters and cigarettes are out of reach of young children	<input type="checkbox"/>			10 min			Toilet training aids and steps	
Dishwasher door is closed and unable to be opened by a young child	<input type="checkbox"/>	Daily Nappy Changing		10 min			General Cleaning	
Tablecloths are kept out of use or are fitted securely to the table	<input type="checkbox"/>	Times	Child's name	R			Open windows for fresh air	
All alcoholic drinks are safely stored in original containers and out of reach	<input type="checkbox"/>						Daily Cleaning Checklist	
Hot water taps are out of reach, or unable to be opened by young children	<input type="checkbox"/>						Clean and Sanitise	
Bath and sink plugs are stored out of reach of young children	<input type="checkbox"/>						Infant and toddler toys	
Medicines, poisons, cleaning products are stored in a locked cupboard out of reach	<input type="checkbox"/>						Doorknobs and cabinet handles	
Medicines and poisons are stored in their original containers and clearly labelled	<input type="checkbox"/>						Drink bottles	
Razors, scissors and other sharp objects stored out of reach of children	<input type="checkbox"/>						Clean and Disinfect	
All bumpers, pillows and mobiles removed from cots	<input type="checkbox"/>						Toilets	
Toiletries, perfume, jewellery and personal hygiene products are out of reach	<input type="checkbox"/>						Sinks	
All toys with sharp edges removed	<input type="checkbox"/>						Bin lids	
All rubbish bins are emptied	<input type="checkbox"/>						Sleep mats / beds	
All buckets (including nappy buckets) are stored out of reach of children	<input type="checkbox"/>						General Cleaning	
Yard is inspected for potential risks	<input type="checkbox"/>						Sweep and mop	
Water play containers, buckets and other receptacles are emptied	<input type="checkbox"/>						Vacuum carpet and mats	
Sheds and garages are locked	<input type="checkbox"/>						Empty rubbish and nappy bins	
Pool fence is closed	<input type="checkbox"/>						Weekly Cleaning Checklist (only need to tick if done today)	
Items are away from balconies, fences and gates to prevent climbing	<input type="checkbox"/>						Clean and Sanitise	
Pets are locked away and all animal droppings, litter, food, bones and animal toys are removed	<input type="checkbox"/>						Bag hooks / lockers	
The sandpit cover is in good repair and sand has been raked for hazards before use	<input type="checkbox"/>						Walls	
There is no access to under house or FDC Venue for children	<input type="checkbox"/>						Refrigerator and microwave	
Cubby house is clean and free of hazards	<input type="checkbox"/>						All toys	
Barbecue, gas and tools are inaccessible	<input type="checkbox"/>						Clean and Disinfect	
FDC vehicle is clean and maintained ready for use	<input type="checkbox"/>						Sleep mats / beds and bedding	
	<input type="checkbox"/>						Cots and bedding (if supplied)	
	<input type="checkbox"/>						Broom	
	<input type="checkbox"/>						Mop and mop bucket	
	<input type="checkbox"/>						As Required Cleaning (only need to tick if done today)	
	<input type="checkbox"/>						Spills and splashes	
	<input type="checkbox"/>						Steam clean furniture & carpets	
	<input type="checkbox"/>						Clean blinds and shutters	
	<input type="checkbox"/>						Maintain lawns and gardens	
	<input type="checkbox"/>						Dishwasher and food trap	
	<input type="checkbox"/>						Oven, rangehood and filters	
	<input type="checkbox"/>						Washing machine and filter	
	<input type="checkbox"/>						Windows, mirrors, glass doors	
	<input type="checkbox"/>						Empty vacuum and clean filter	
	<input type="checkbox"/>						Vacuum all mattresses	

Key: Result (R)  
BM - Bowel Movement U - Urine  
P - Used Potty/Toilet D - Dry

© Butler Diaries Pty Ltd



Monthly Checklist	
Telephone or other means of communication is working	<input type="checkbox"/>
Current list of emergency numbers is displayed	<input type="checkbox"/>
Smoke detectors are in good working order	<input type="checkbox"/>
First aid kit is well stocked and easy for an adult to reach but out of reach of children	<input type="checkbox"/>
Fire blanket or fire extinguisher is in easy reach of the educator, but out of reach of children	<input type="checkbox"/>
All furniture that a child could climb and fall 1.5 metres from is removed, securely fixed or guarded	<input type="checkbox"/>
Beanbags are stored in an area out of reach of children	<input type="checkbox"/>
Any objects that could trap a child's head, legs or arms are removed or out of reach of children	<input type="checkbox"/>
Change tables are located away from overhanging blind and curtain cords	<input type="checkbox"/>
Expiry dates on all packaging are to be checked, each month. If expired, please remove and replace.	<input type="checkbox"/>
	<input type="checkbox"/>

*(The rest of the page contains horizontal lines for notes, with a large 'SAMPLE' watermark across them.)*

# THE FAMILY DAY CARE COMPLIANCE DIARY



**A4 HARD COVER WITH SPIRAL BINDING**

**LOOK INSIDE EACH MONTH**

**1 MONDAY** New Year's Day **JANUARY**

Daily Health and Safety Checklist			
Signs area is clean and accessible	10 mins		
First aid kit is up to date, signs and/or first aid room are visible	10 mins		
All outdoor play equipment that children can reach is safe and secure	10 mins		
The roof top and appliances are not at risk of falling	10 mins		
All plastic bags are out of reach of children	10 mins		
All electrical leads and sockets are not at risk of children	10 mins		
All electrical leads and sockets are not at risk of children (including phone chargers)	10 mins		
Major Changing facilities area is clean and equipped with soap and paper towels	10 mins		
Marble, oil burners, heaters, lighters and cigarettes are stored out of reach of children	10 mins		
Children's doors are locked and suitable to be opened by a staff member	10 mins		
Tables/chairs are kept out of use or are fixed to the floor	10 mins		
All alcoholic drinks are safely stored in original containers and not at reach of children	10 mins		
Hot water taps are not at reach, or suitable to be opened by a staff member	10 mins		
Bath and sink plugs are fitted out of reach of young children	10 mins		
Medicine, poisons, cleaning products are stored in original containers and not at reach of children	10 mins		
Medicine and poisons are stored in their original containers and not at reach of children	10 mins		
Rooms, screens and other sharps are not at reach of children	10 mins		
All toys, games, puzzles and mobile telephones are not at reach of children	10 mins		
Children's personal jewellery and personal hygiene products are not at reach of children	10 mins		
All toys with sharp edges removed	10 mins		
All vehicles are not at reach of children	10 mins		
All bicycles (including support bicycles) are stored out of reach of children	10 mins		
Toys is inspected for potential risks	10 mins		
Water play containers, buckets and other toys are not at reach of children	10 mins		
Sheds and gates are locked	10 mins		
Pool fences are not at reach of children	10 mins		
Items are removed from balconies, beams and gates to prevent climbing	10 mins		
Pets are locked away at all times (including dogs, birds, fish, bees and animal traps)	10 mins		
The yard gate is locked and secure and not at reach of children	10 mins		
There is no access to under house of FDC	10 mins		
Vermin is not at reach of children	10 mins		
Culter house is clean and free of rubbish	10 mins		
Balcony gate and traps are not at reach of children	10 mins		
FDC vehicle is clean and maintained	10 mins		
Ready for use	10 mins		

**DAILY RECORDS FOR 7 DAYS**

**Monthly Menu**

MEAL	DESCRIPTION
Breakfast	
Morning Tea	
Lunch	
Afternoon Tea	
Dinner	
Snacks	

**Monthly Menu**

MEAL	DESCRIPTION
Breakfast	
Morning Tea	
Lunch	
Afternoon Tea	
Dinner	
Snacks	

**Monthly Menu**

MEAL	DESCRIPTION
Breakfast	
Morning Tea	
Lunch	
Afternoon Tea	
Dinner	
Snacks	

**Monthly Menu**

MEAL	DESCRIPTION
Breakfast	
Morning Tea	
Lunch	
Afternoon Tea	
Dinner	
Snacks	

**MONTHLY MENU**

**January** at a glance

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Australia Day	26	27	28
29	30	31				

**MONTH AT A GLANCE**

**NOTES FOR JANUARY**

**Monthly Checklist**

- Telephone or other means of communication is working
- Current list of emergency numbers is displayed
- Smoke detectors are in good working order
- Fire exits are well stocked and easy for an adult to reach but not at reach of children
- Fire blanket or fire extinguisher is in easy reach of the kitchen, but not at reach of children
- All furniture that is taller than 1.5 metres and full 1.5 metres from fire exits is secured down or taped
- Benches are stored in an area out of reach of children
- Any objects that could trap a child's head, legs or arms are removed or out of reach of children
- Change tables are located away from overhanging blind and curtain rails
- Empty cans on all packages are to be checked, each month, if empty, please remove and replace

**MONTHLY, NOTES & CHECKLIST**

Some of these dates were not able to be confirmed at time of printing. Please check closer to the date that it is correct. © Butler Diaries Pty Ltd

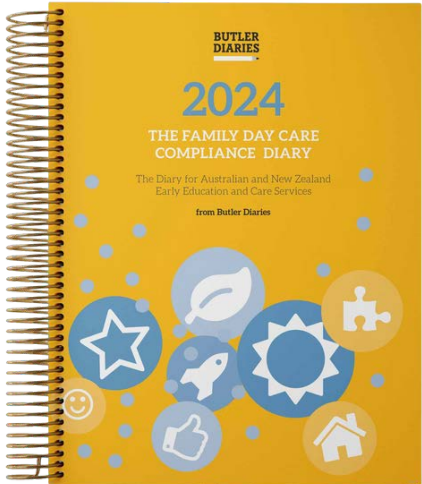
**\*These pages are sample pages only, some changes in design or layout may be present in the physical diary.**

# THE FAMILY DAY CARE COMPLIANCE DIARY



**A4 HARD COVER WITH SPIRAL BINDING**

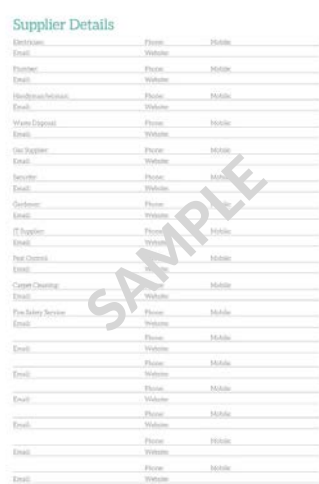
## LOOK INSIDE FRONT PAGES



**WHAT'S IN THE FRONT PAGES?**



**IMPORTANT INFORMATION SUMMARY**



**SUPPLIER DETAILS**



**PROJECTED YEARLY BOOKINGS**



**EDUCATOR'S REGISTERED CHILDREN**



**SUMMARY OF NQS**



**SUMMARY OF EYLF V2.0**



**SUMMARY OF MTOP V2.0**

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

# THE FAMILY DAY CARE COMPLIANCE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES

The relationship between EYLF learning outcomes and Queensland Kindergarten Learning and Development areas (Revised for 2019)

**IDENTITY**

Support EYLF learning outcome: Children have a strong sense of identity.

Key Skills	Key Skills actions
<ul style="list-style-type: none"> <li>Having a sense of identity and belonging</li> <li>Acting with independence and confidence</li> <li>Building a confident self-identity</li> </ul>	<ul style="list-style-type: none"> <li>Providing a secure and supported environment that fosters belonging and confidence in others</li> <li>Modeling self-care</li> <li>Encouraging children to explore, play, learn and engage in activities</li> <li>Supporting children to explore and play independently</li> <li>Encouraging children to be confident and competent</li> <li>Supporting children to be confident and competent</li> </ul>

**COMMUNICATIVE**

Support EYLF learning outcome: Children are confident communicators.

Key Skills	Key Skills actions
<ul style="list-style-type: none"> <li>Building positive relationships</li> <li>Showing respect for diversity</li> <li>Showing respect for communication</li> </ul>	<ul style="list-style-type: none"> <li>Creating a secure, respectful and engaging environment</li> <li>Supporting children to express themselves in many ways</li> <li>Encouraging children to be confident and competent</li> <li>Supporting children to be confident and competent</li> </ul>

**WELLBEING**

Support EYLF learning outcome: Children have a strong sense of wellbeing.

Key Skills	Key Skills actions
<ul style="list-style-type: none"> <li>Building a secure self-identity</li> <li>Engaging in play, learning and exploration</li> <li>Engaging in play, learning and exploration</li> </ul>	<ul style="list-style-type: none"> <li>Providing a secure, respectful and engaging environment</li> <li>Supporting children to express themselves in many ways</li> <li>Encouraging children to be confident and competent</li> <li>Supporting children to be confident and competent</li> </ul>

**ACTIVE LEARNING**

Support EYLF learning outcome: Children are confident and competent learners.

Key Skills	Key Skills actions
<ul style="list-style-type: none"> <li>Building positive relationships</li> <li>Showing respect for diversity</li> <li>Showing respect for communication</li> </ul>	<ul style="list-style-type: none"> <li>Providing a secure, respectful and engaging environment</li> <li>Supporting children to express themselves in many ways</li> <li>Encouraging children to be confident and competent</li> <li>Supporting children to be confident and competent</li> </ul>

**COMMUNICATIVE**

Support EYLF learning outcome: Children are confident communicators.

Key Skills	Key Skills actions
<ul style="list-style-type: none"> <li>Building a secure self-identity</li> <li>Engaging in play, learning and exploration</li> <li>Engaging in play, learning and exploration</li> </ul>	<ul style="list-style-type: none"> <li>Providing a secure, respectful and engaging environment</li> <li>Supporting children to express themselves in many ways</li> <li>Encouraging children to be confident and competent</li> <li>Supporting children to be confident and competent</li> </ul>

LINKING EYLF AND QKLG

Observation Schedule

Obs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

OBSERVATION SCHEDULE

Immunisation Register

Child Name	DOB	MM	YY	MM	YY	MM	YY	MM	YY	MM	YY

Action plans for anaphylaxis and allergic reactions

Child Name	Severity	Response

IMMUNISATION AND ACTION PLAN RECORDS

Weekly Timetable Planners

TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

WEEKLY TIMETABLE PLANNERS

Compliance Checks

**Weekly Checklists**

- Children's Assessment Agency (CAA) - Queensland Kindergarten Learning and Development (QKLG) - 2019
- Education Queensland (EQ) - 2019
- Queensland Health - 2019
- Queensland Police - 2019
- Queensland Fire and Emergency Services (QFES) - 2019
- Queensland Department of Education - 2019

**Health Checks**

Checklist for health and safety checks (HSC) - 2019

**Emergency Evacuation Record**

Name	Evacuated	Evacuation Method	Evacuation Date

COMPLIANCE CHECKS

TERM PLANNING OVERVIEW

TERM 1: Starting	Ending	TERM 2: Starting	Ending

TERM PLANNING OVERVIEW

Quarterly Emergency Evacuation Drill Evaluation Record

Quarter	Drill Date	Evacuation Method	Evacuation Time

EMERGENCY DRILL RECORDS

QUALITY IMPROVEMENT GOALS

Clean and Check:

Repair or Replace:

With List to Buy:

Update Records:

To Do List:

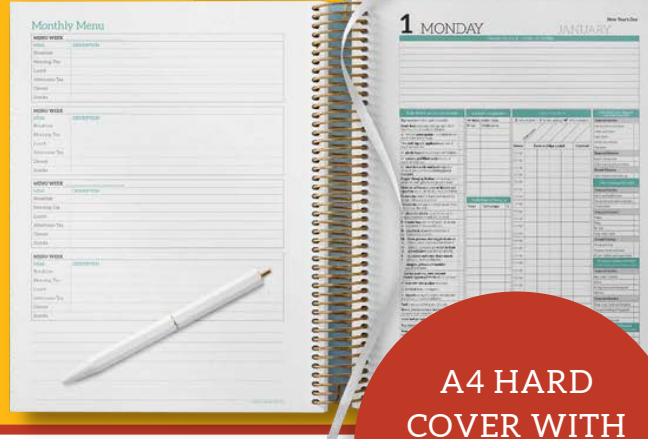
Professional Development Summary

Name	Topic	Date	Hours

IMPROVEMENT GOALS AND PROFESSIONAL DEVELOPMENT

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

# THE FAMILY DAY CARE COMPLIANCE DIARY



**A4 HARD COVER WITH SPIRAL BINDING**

**LOOK INSIDE FRONT PAGES**

### Policy and Procedure Reviews

DATE	Policy or Procedure	REVISIONS

### Family and Community Involvement

DATE	EVENT NAME	LOCATION

### Incident, Injury, Trauma and Illness Record

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Medical History: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Acronyms

<p><b>ADM</b> - Australian Business Register</p> <p><b>ACTS</b> - Australian Consumer Complaint System</p> <p><b>ACTD</b> - Australian Child Day Care Register</p> <p><b>ACSR</b> - Australian Child Support Review Board</p> <p><b>ADP</b> - Australian Disability Payment</p> <p><b>ADSS</b> - Australian Disability Support Scheme</p> <p><b>ADSSA</b> - Australian Disability Support Scheme Administration</p> <p><b>ADSSA</b> - Australian Disability Support Scheme Administration</p> <p><b>ADSSA</b> - Australian Disability Support Scheme Administration</p>	<p><b>1.338</b> - New South Wales</p> <p><b>1.339</b> - Northern Territory</p> <p><b>2.233</b> - Western Australia</p> <p><b>3.012</b> - Local Government Areas of the Shire of</p> <p><b>3.013</b> - Local Government Areas of the Shire of</p> <p><b>3.014</b> - Local Government Areas of the Shire of</p> <p><b>3.015</b> - Local Government Areas of the Shire of</p> <p><b>3.016</b> - Local Government Areas of the Shire of</p> <p><b>3.017</b> - Local Government Areas of the Shire of</p> <p><b>3.018</b> - Local Government Areas of the Shire of</p> <p><b>3.019</b> - Local Government Areas of the Shire of</p> <p><b>3.020</b> - Local Government Areas of the Shire of</p>
---	---

### Diversity and Sustainability Calendar and Special Dates 2024

### 3 Years at a Glance

Year	Month	Day	Event
2023	Jan	1	New Year's Day
	Jan	17	Martin Luther King Day
	Jan	26	Australia Day
	Feb	1	Shrove Tuesday
	Feb	14	Valentine's Day
	Feb	22	Shrove Tuesday
	Mar	1	Good Friday
	Mar	2	Good Friday
	Mar	3	Good Friday
	Mar	4	Good Friday
	Mar	5	Good Friday
	Mar	6	Good Friday
2024	Jan	1	New Year's Day
	Jan	17	Martin Luther King Day
	Jan	26	Australia Day
	Feb	1	Shrove Tuesday
	Feb	14	Valentine's Day
	Feb	22	Shrove Tuesday
	Mar	1	Good Friday
	Mar	2	Good Friday
	Mar	3	Good Friday
	Mar	4	Good Friday
	Mar	5	Good Friday
	2025	Jan	1
Jan		17	Martin Luther King Day
Jan		26	Australia Day
Feb		1	Shrove Tuesday
Feb		14	Valentine's Day
Feb		22	Shrove Tuesday
Mar		1	Good Friday
Mar		2	Good Friday
Mar		3	Good Friday
Mar		4	Good Friday
Mar		5	Good Friday

**POLICY REVIEW AND FAMILY / COMMUNITY INVOLVEMENT**

**INCIDENT, INJURY, TRAUMA, AND ILLNESS RECORDS**

**SPECIAL DATES CALENDAR**

**3 YEARS AT A GLANCE**

### 2024 Year Planner

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
SUN	1	1	1	1	1	1
TUE	2	2	2	2	2	2
WED	3	3	3	3	3	3
THU	4	4	4	4	4	4
FRI	5	5	5	5	5	5
SAT	6	6	6	6	6	6
SUN	7	7	7	7	7	7
MON	8	8	8	8	8	8
TUE	9	9	9	9	9	9
WED	10	10	10	10	10	10
THU	11	11	11	11	11	11
FRI	12	12	12	12	12	12
SAT	13	13	13	13	13	13
SUN	14	14	14	14	14	14
MON	15	15	15	15	15	15
TUE	16	16	16	16	16	16
WED	17	17	17	17	17	17
THU	18	18	18	18	18	18
FRI	19	19	19	19	19	19
SAT	20	20	20	20	20	20
SUN	21	21	21	21	21	21
MON	22	22	22	22	22	22
TUE	23	23	23	23	23	23
WED	24	24	24	24	24	24
THU	25	25	25	25	25	25
FRI	26	26	26	26	26	26
SAT	27	27	27	27	27	27
SUN	28	28	28	28	28	28
MON	29	29	29	29	29	29
TUE	30	30	30	30	30	30
WED	31	31	31	31	31	31

### School Terms and Public Holidays

State/Territory	Year	Term 1	Term 2	Term 3	Term 4	Public Holidays
ACT	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
NSW	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
NT	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
QLD	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
SA	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
TAS	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
VIC	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1
WA	2024	Jan 22	Apr 1	Jul 1	Oct 1	Jan 26, Feb 1, Mar 1, Apr 1, May 1, Jun 1, Jul 1, Aug 1, Sep 1, Oct 1, Nov 1, Dec 1

### Records and Documents Required to be kept by the Educator's Family Day Care Service

Category	Item	Retention Period
Personal Information	Child's name and date of birth	Indefinitely
	Child's address	Indefinitely
	Child's contact details	Indefinitely
	Child's medical history	Indefinitely
	Child's educational records	Indefinitely
	Child's financial records	Indefinitely
	Child's legal records	Indefinitely
	Child's criminal records	Indefinitely
	Child's employment records	Indefinitely
	Child's insurance records	Indefinitely
Child's other records	Indefinitely	
Operational Information	Service agreement	Indefinitely
	Service manual	Indefinitely
	Service policies and procedures	Indefinitely
	Service records	Indefinitely
	Service financial records	Indefinitely
	Service legal records	Indefinitely
	Service other records	Indefinitely
	Service agreement	Indefinitely
	Service manual	Indefinitely
	Service policies and procedures	Indefinitely



**YEAR PLANNER**

**SCHOOL TERMS AND PUBLIC HOLIDAYS**

**RECORDS LIST AND YEARLY CHECKLIST**

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



# THE FAMILY DAY CARE COMPLIANCE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### FRAMEWORKS

- Supports you in making decisions around **Approved Learning Frameworks** with overview pages.

### THEORETICAL LINKS

- Vygotsky, Montessori and Piaget emphasised the **importance of the environment**. Maintaining physical environments is supported by a QIP record to ensure they are kept safe, clean, and fit for their purpose and detailed daily, weekly, monthly, quarterly, and yearly checklists.
- Dewey emphasised the importance of children's cultural worlds. **Cultural celebration** is supported by a cultural and special day calendar for planning.

### DEVELOPMENTAL MILESTONES

- Supports you in providing environments that encourage physical, social, emotional, cognitive, and language development with a **QIP review**.



### COVERS:

- EYLF
- MTOP
- QKLG
- Theorists
- Developmental Milestones
- NQS



# THE FAMILY DAY CARE COMPLIANCE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### Compliance under NQS

- Supports general compliance with NQS with **detailed compliance checklists**.
- Supports general compliance with NQS through a **summary of NQS, information on record keeping responsibilities, and a Quality Improvement Overview**.

#### QA2 Children's health and safety

- Supports each child's health with **immunisation register summary (QA2.1)**
- Supports caring for each child's wellbeing, including their need for **sleep and rest, with wellbeing records (QA2.1.1)**
- Prompts **health practices and procedures** with immunisation records, action plan records, drill records, and, compliance checklists covering health and safety **(QA2.1.2)**
- Promotes healthy eating practices appropriate for each child with **individualised records (QA2.1.3)**
- Supports **adequate supervision** with a record of educators' registered children **(QA2.2.1)**
- Supports you in the development of **incident and emergency management** with drill records and incident, injury, trauma, and illness records **(QA2.2.2)**
- Supports each **child's protection** with key information on records required **(QA2.2.3)**

#### COVERS:

- 2.1 Health
  - 2.1.1 Wellbeing and comfort
  - 2.1.2 Health practices and procedures
  - 2.1.3 Healthy lifestyle
- 2.2.1 Wellbeing and comfort
- 2.2.2 Incident and emergency management
- 2.2.3 Child protection



# THE FAMILY DAY CARE COMPLIANCE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### QA3 Physical environment

- Supports maintaining **physical environments** to ensure they fit for purpose and are kept safe and clean with detailed compliance checklists and QIP review (**QA3.1.1, QA3.1.2**)
- Supports engagement with **sustainable practices** with sustainability dates calendar (**QA3.2.3**)

#### COVERS:

- 3.1.1 Fit for purpose
- 3.1.2 Upkeep
- 3.2.3 Environmentally responsible

#### QA4 Staffing arrangements

- Supports guidance by **professional standards** (**QA4.2.2**)

#### COVERS:

- 4.2.2 Professional standards

#### QA5 Relationships with children

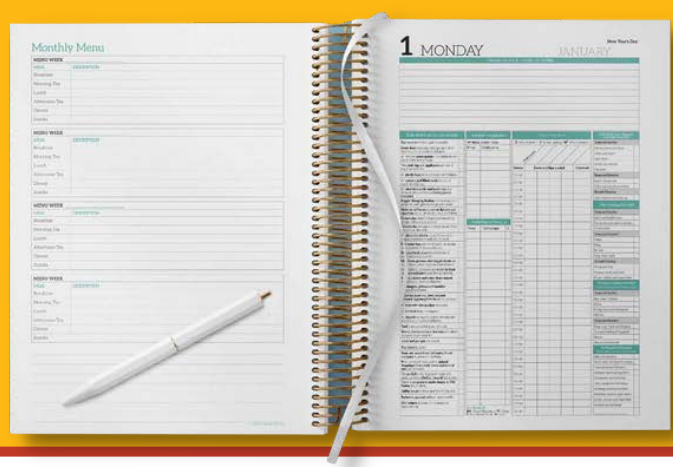
- Supports maintaining the **dignity and rights of every child** with consideration to their individual health needs (**QA5.1.2**)

#### COVERS:

- 5.1.2 Dignity and rights of the child



# THE FAMILY DAY CARE COMPLIANCE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### QA6 Partnerships with families and community

- Supports the **respect of families** and encourages their input into general decision-making with a general correspondence and community record and family/community involvement record (**QA6.1.2**)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar, daily correspondence records and family/community involvement record (**QA6.2.3**)

#### COVERS:

- 6.1.2 Parent views are respected
- 6.2.3 Community engagement

#### QA7 Leadership and service management

- Supports you in implementing **management systems** to manage risk and enable effective management through accurate and complete recordkeeping on health and safety practices (**QA7.1.2**)
- Supports you in ensuring **roles and responsibilities** are clearly defined with checklists and record prompts (**QA7.1.3**)
- Promotes **continuous improvement** with Quality Improvement Plan notes (**QA7.2.1**)

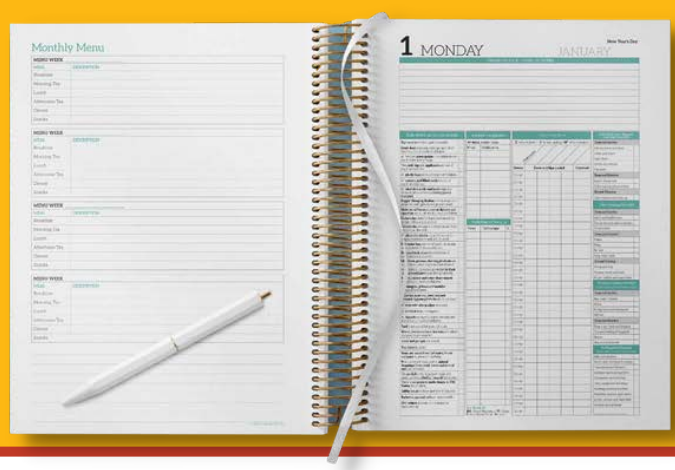
#### COVERS:

- 7.1.2 Management systems
- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement



Use this diary in conjunction with our suggested diaries to evidence against more National Quality Standards and Elements.

# THE FAMILY DAY CARE COMPLIANCE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

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

Our Family Day Care Compliance Diaries are designed to work with our programming and reflection diaries to ensure **consistency** of practice across all staff. This diary promotes daily, weekly, and monthly consistent practices with **checklists and record prompts**.

#### THEME 2

##### **Informed by Critical Reflection**

To ensure your practices are informed by critical reflection, our diary includes **QIP assessments** to promote ongoing analysis, that goes beyond evaluation and review.

#### THEME 3

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

Our diary supports meaningful engagement with families and the community with our diversity dates calendar to prompt inclusiveness and a **sense of belonging** for your service families.

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



1

2

3

4

5

6

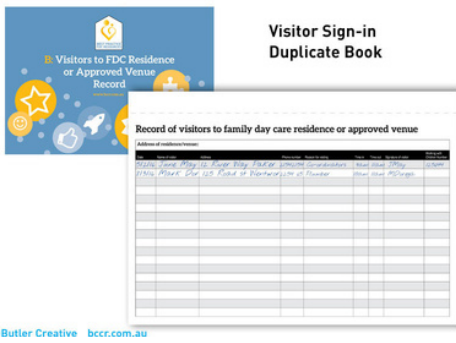
7

# THE FAMILY DAY CARE COMPLIANCE DIARY

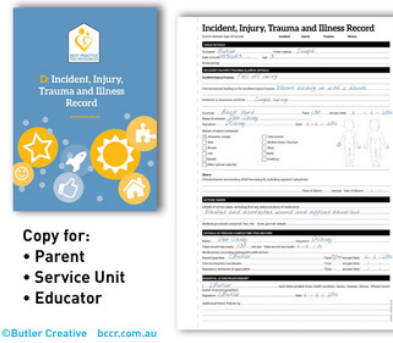


[VIEW THE FULL CHILDCARE COLLECTION](#)

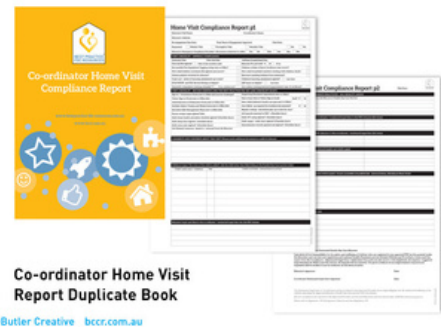
## DUPLICATE BOOKS TO SUPPORT YOUR SERVICE



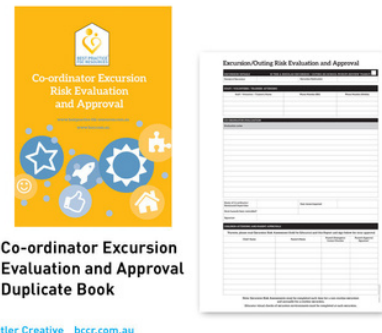
**VISITOR SIGN-IN**



**INCIDENT, INJURY, TRAUMA, AND ILLNESS RECORDS**



**HOME VISIT REPORT**



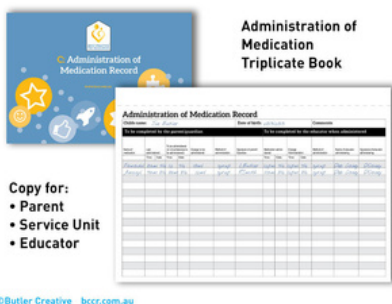
**EXCURSION APPROVAL**



**TRANSPORTATION LOG**



**ATTENDANCE SIGN-IN**



**ADMINISTRATION OF MEDICATION**



**INDIVIDUAL OBSERVATIONS**

# THE FAMILY DAY CARE COMPLIANCE DIARY



[VIEW THE FULL CHILDCARE COLLECTION](#)

## RESOURCES TO SUPPORT YOUR PROGRAM



### SPECIAL INTEREST CALENDARS

### PROGRAMMING AND REFLECTION



### JOURNALS & WORKBOOKS

### AND MORE



# BUTLER DIARIES



BUTLER DIARIES PTY LTD

50 162 643 729

WWW.BUTLERDIARIES.COM

INFO@BUTLERDIARIES.COM

07 3608 1934



**BUTLER  
DIARIES**

CHILDCARE



**BUTLER  
DIARIES**

TRADIES

© Butler Diaries Pty Ltd

**Information sourced from:**

ACECQA - [About Exceeding](#)

ACECAQ - [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.