

BUTLER DIARIES

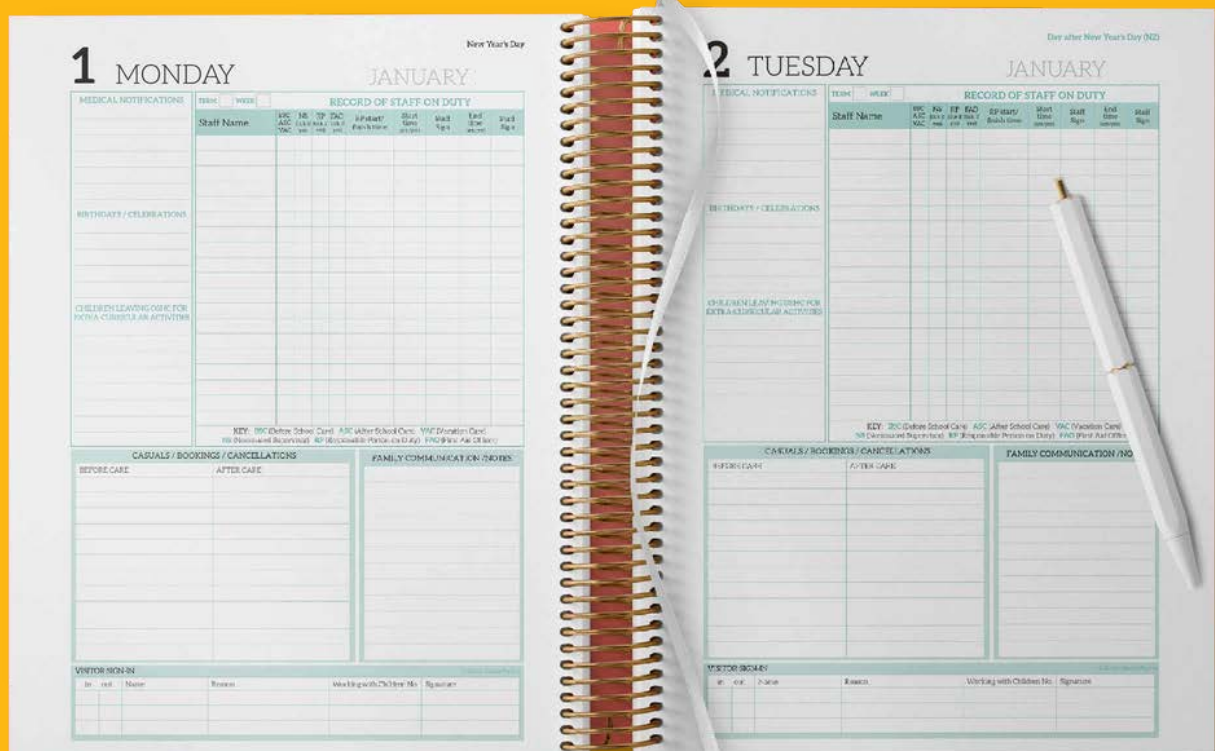
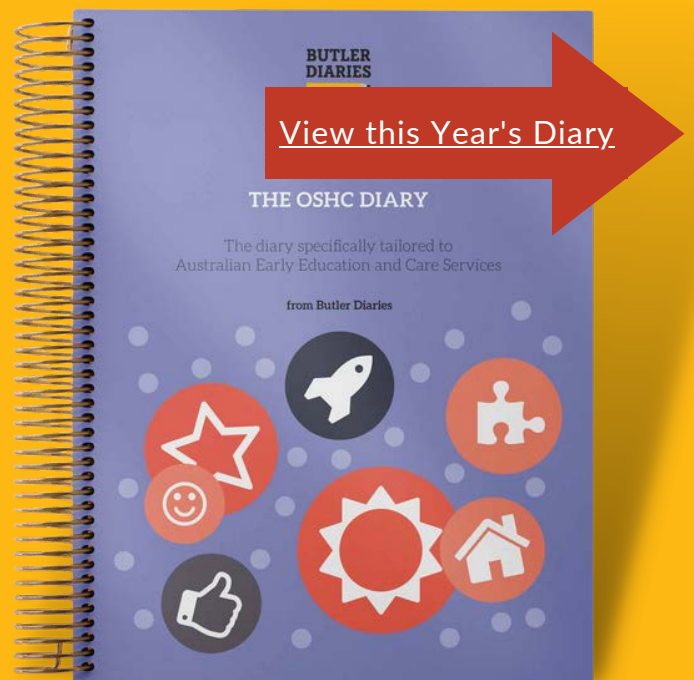


COMPLIANCE INFORMATION

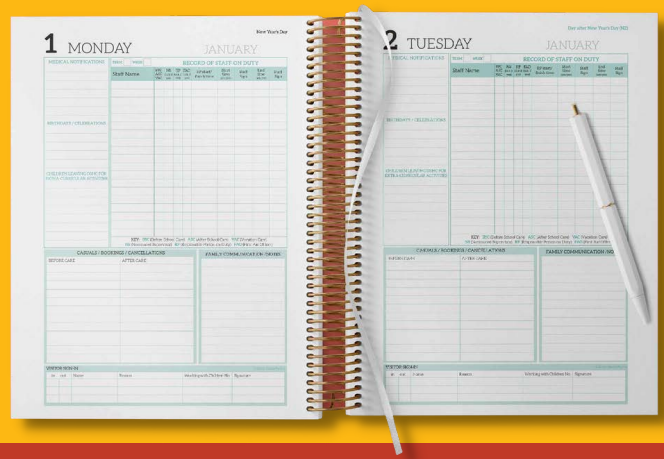
Look inside the OSHC DIARY

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 OSHC 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.



Centre-based service ✓



School aged children ✓

THIS DIARY IS FOR

- Educators
- Room Leaders
- Teachers
- Educational Leaders
- Directors
- Nominated Supervisors

WORKING IN

- OSHC
- Occasional Care
- Vacation Care
- BAS Care

IN

- Australia (all States)

DESIGNED TO BE USED WITH:

- Educational Leader Diary (all States)
- Nominated Supervisor Diary (all States)
- OSHC Weekly Programming and Reflection Diary (all States)
- Findings, Feelings, Fun! School Aged Journal for Children (all States)
- Individual Observations Duplicate Book EYLF/MTOP V2.0 (all States)



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

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

6 SATURDAY

JANUARY



Lined writing area for Saturday.

REFLECTIONS FROM LAST WEEK

Lined writing area for reflections from last week.

7 SUNDAY

Lined writing area for Sunday.

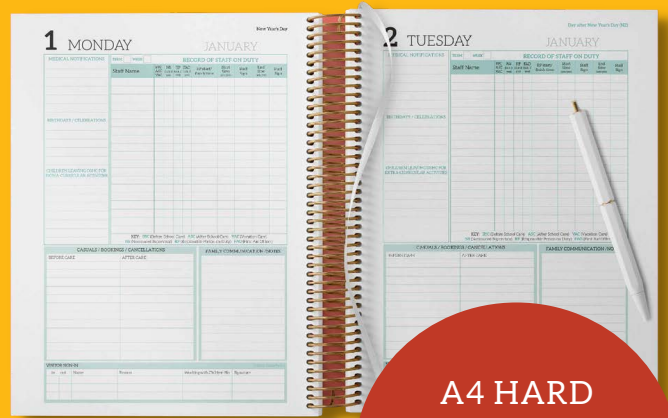
GOALS FOR NEXT WEEK:

Lined writing area for goals for next week.

SAMPLE

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THE OSHC DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE EACH MONTH

1 MONDAY JANUARY 2024

Medical Notifications, Record of Staff on Duty, Birthdays/Celebrations, Children Leaving/Onsite for Extra Curricular Activities, Casuals/Bookings, Allocations, Family Communication/Notes, Visitor Sign in.

DAILY RECORDS

6 SATURDAY JANUARY 2024

7 SUNDAY

Reflections from Last Week, Goals for Next Week.

WEEKLY GOAL SETTING AND REFLECTIONS

January at a glance

Month at a glance calendar grid for January 2024.

MONTH AT A GLANCE

MEETING NOTES

Meeting notes template with date field.

MONTHLY MEETING NOTES

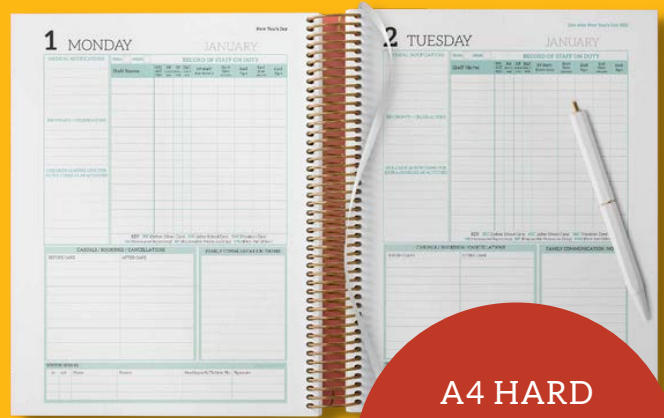
NOTES FOR JANUARY

General notes template for the month.

MONTHLY GENERAL NOTES

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

THE OSHC DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



STAFFING AND REPORTING REQUIREMENTS

Childcare ratio requirements (Australia)

Staffing and reporting requirements for centre-based services (Australia)

Age Group	Ratio	Staffing Requirements
0-2 years	1:5	100% Australian born
2-3 years	1:5	100% Australian born
3-5 years	1:5	100% Australian born
5-6 years	1:5	100% Australian born
6-7 years	1:5	100% Australian born
7-12 years	1:5	100% Australian born

Staff and reporting requirements for centre-based services (Australia)

Staffing and reporting requirements for centre-based services (Australia)

Staff and reporting requirements for centre-based services (Australia)

SPACE PLANNER

Special Dates Calendar

Special Dates Calendar and Special Dates 2024

Month	Day	Event
January	1	New Year's Day
January	17	Martin Luther King Jr. Day
February	1	Shrove Tuesday
February	18	Monday Public Holiday
February	19	Tuesday Public Holiday
February	20	Wednesday Public Holiday
February	21	Thursday Public Holiday
February	22	Friday Public Holiday
February	23	Saturday Public Holiday
February	24	Sunday Public Holiday
February	25	Monday Public Holiday
February	26	Tuesday Public Holiday
February	27	Wednesday Public Holiday
February	28	Thursday Public Holiday
February	29	Friday Public Holiday
February	30	Saturday Public Holiday
February	31	Sunday Public Holiday

WHAT'S IN THE FRONT PAGES?

STAFFING AND REPORTING REQUIREMENTS

SPACE PLANNER

SPECIAL DATES CALENDAR

School Terms and Public Holidays

School Terms and Public Holidays 2024

Year Level	Term 1	Term 2	Term 3	Term 4
Year 1	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 2	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 3	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 4	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 5	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 6	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 7	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 8	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 9	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 10	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 11	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
Year 12	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27

2024 Year Planner

Month	January	February	March	April	May	June
MON	1	1	1	1	1	1
TUE	2	2	2	2	2	2
WED	3	3	3	3	3	3
THUR	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
THUR	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
THUR	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
THUR	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

TERM PLANNING OVERVIEW

Term	Starting	Ending
TERM 1	Jan 22	Mar 28
TERM 2	Apr 15	Jun 27
TERM 3	Jul 1	Aug 26
TERM 4	Sep 2	Nov 1

Immunisation Register

Child Name	DOB	Age	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10
Child 1	2010-01-01	14	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10
Child 2	2010-01-01	14	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10
Child 3	2010-01-01	14	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10
Child 4	2010-01-01	14	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10
Child 5	2010-01-01	14	MM2	MM1	MM3	MM4	MM5	MM6	MM7	MM8	MM9	MM10

SCHOOL TERMS AND PUBLIC HOLIDAYS

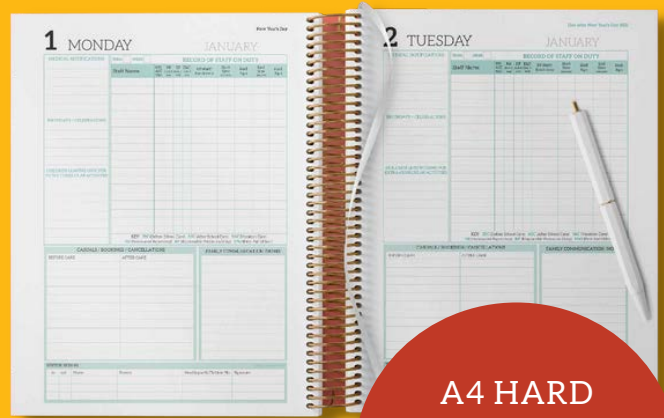
YEAR PLANNER

TERM PLANNING OVERVIEW

IMMUNISATION REGISTER

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

THE OSHC DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



Action plans for anaphylaxis and allergic reactions

CHILD'S NAME	Action Plan Description	Date prepared	Updated Version

PROFESSIONAL DEVELOPMENT SUMMARY

DATE	Professional Development Session Topic	Presented	Reviewed	Completed	Comments

MARK HOURS AS * FOR INTERNAL OR * FOR EXTERNAL

Quality Improvement Overview

Clean and Check	Repair or Replace	Wish List to Buy

WHAT'S IN THE FRONT PAGES?

ACTION PLAN RECORD

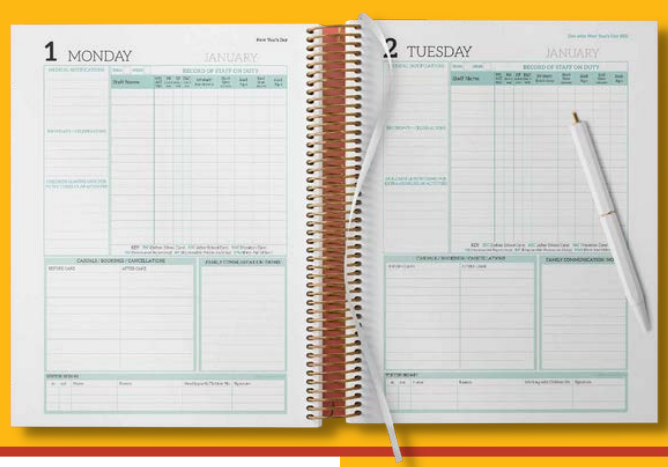
PROFESSIONAL DEVELOPMENT SUMMARY

QUALITY IMPROVEMENT OVERVIEW



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

THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

FRAMEWORKS

- Supports you in making decisions around **MTOP** and **QLKG** Frameworks with an overview page.

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.
- Dewey emphasised the importance of children's cultural worlds. **Cultural celebration** is supported by daily notes on occasions and a cultural and special day calendar for planning.
- Bronfenbrenner emphasised the importance of **interactions between environmental factors** on children's development. Interactions between parents and educators are encouraged with family/community records every day.

DEVELOPMENTAL MILESTONES

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

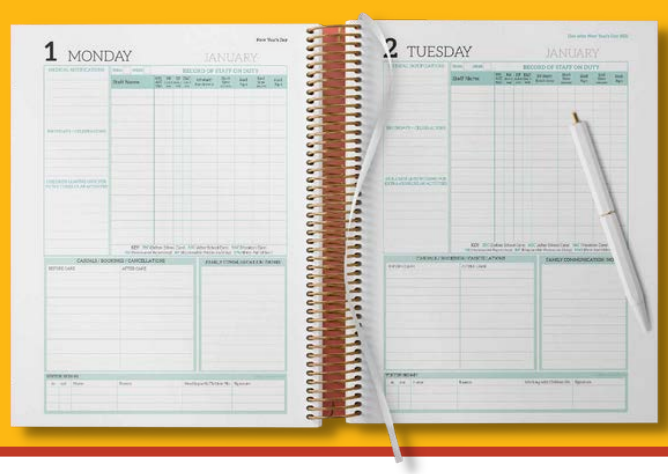


COVERS:

- Frameworks
- Theorists
- Developmental Milestones
- NQS



THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

Compliance under NQS

- Supports general compliance with NQS by encouraging **reflection and goal setting** supported by compliance overview pages.
- Supports general compliance with NQS through a **summary of NQS, information on record keeping responsibilities, and a Quality Improvement Overview.**

QA1 Educational program and practice

- Supports implementation of **approved learning frameworks** with overview pages, references, and a diversity dates calendar (**QA1.1.1**)

COVERS:

- 1.1.1 Approved Learning Framework

QA2 Children's health and safety

- Supports each child's health with **immunisation register summary (QA2.1)**
- Supports **adequate supervision** with staffing requirements overview page and a record of bookings, cancellations, and children leaving for extra-curricular activities (**QA2.2.1**)
- Supports each **child's protection** with key information on reporting (**QA2.2.3**)

COVERS:

- 2.1 Health
- 2.2.1 Wellbeing and comfort
- 2.2.3 Child protection

QA3 Physical environment

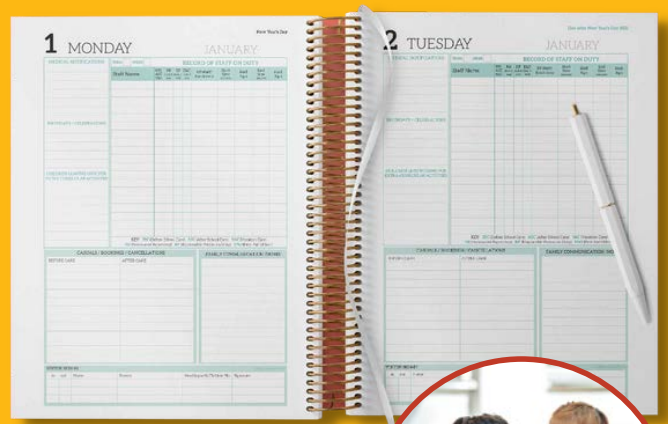
- Supports maintaining **physical environments** to ensure they fit for purpose and are kept safe and clean with a **QIP Clean, Check, Repair, Replace, and Buy** record (**QA3.1.1, QA3.1.2**)
- Supports engagement with **sustainable practices** with sustainability dates calendar (**QA3.2.3**)

COVERS:

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



THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK



QA4 Staffing arrangements

- Supports organisation of educators with **records of the staff and responsible persons** on duty (**QA4.1.1**)
- Supports efforts to ensure **continuity of staff** with staff leave planner and daily staff records (**QA4.1.2**)
- Supports collaboration and **staff learning** from one another with a record of professional development and meetings (**QA4.2.1**)
- Supports guidance by **professional standards** (**QA4.2.2**)

COVERS:

- 4.2.1 Staffing arrangements
- 4.1.2 Continuity of staff
- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

QA6 Partnerships with families and community

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

COVERS:

- 6.1.2 Parent views are respected
- 6.2.3 Community engagement

QA7 Leadership and service management

- Supports you in ensuring **roles and responsibilities** are clearly defined with a daily responsible person and nominated supervisor record (**QA7.1.3**)
- Promotes **continuous improvement** with quality improvement plan notes and weekly reflections (**QA7.2.1**)
- Supports you in the development of a **professional team** with a Professional Development summary and monthly meetings record (**QA7.2.3**)

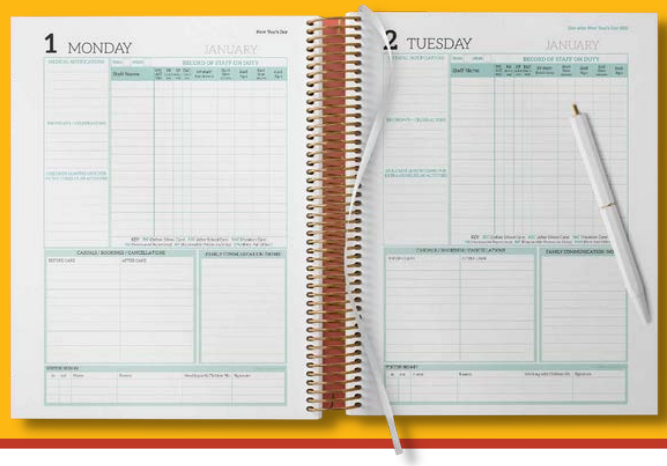
COVERS:

- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement
- 7.2.3 Development of professionals

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



THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our OSHC Diaries are designed to work with our programming and reflection diaries to ensure **consistency** of practice across all staff and provide evidence for **intentional practices** across all service operations that are being implemented by all staff.

THEME 2

Informed by Critical Reflection

To ensure your practices are informed by critical reflection, our diary includes **weekly reflections, goal setting, and 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 by encouraging input, guidance and feedback through a daily correspondence record. Our diversity dates calendar prompts inclusiveness and a **sense of belonging** for your service families.

ORDER YOUR DIARY
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1

2

3

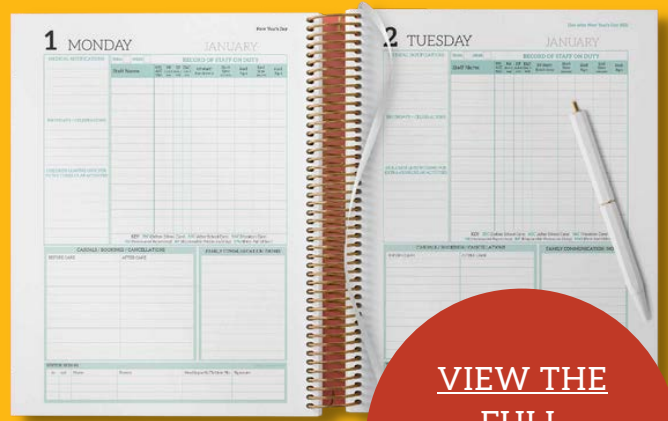
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THE OSHC DIARY



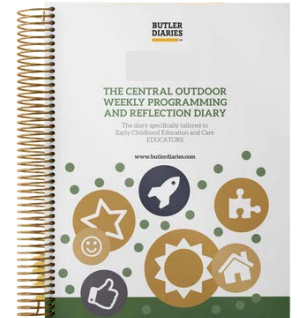
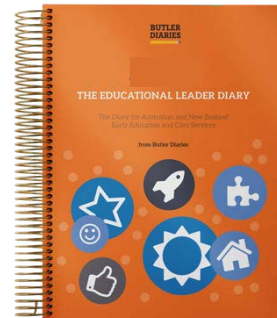
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OTHER RESOURCES FOR YOUR SERVICE



SPECIAL INTEREST CALENDARS

DIARIES



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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.