

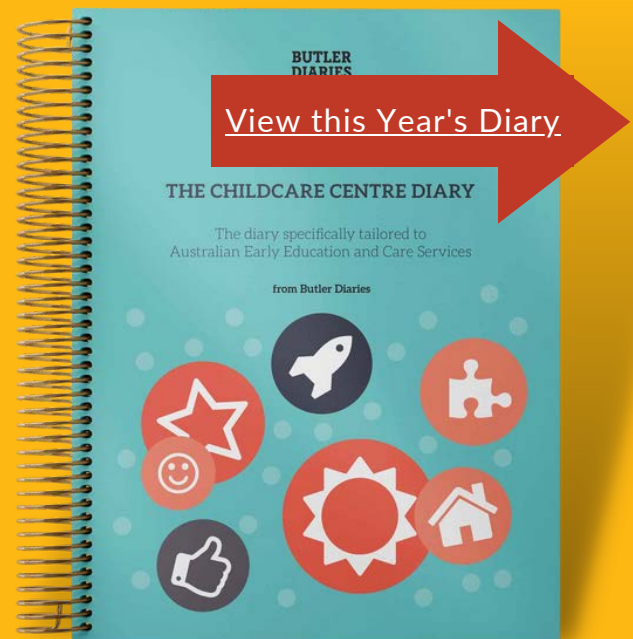


Look inside the

CHILDCARE CENTRE 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 CENTRE 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 ✓



School aged children ✓



Birth to five ✓

THIS DIARY IS FOR

- Directors
- Nominated Supervisors
- Room Leaders
- Persons in Management or Control

WORKING IN

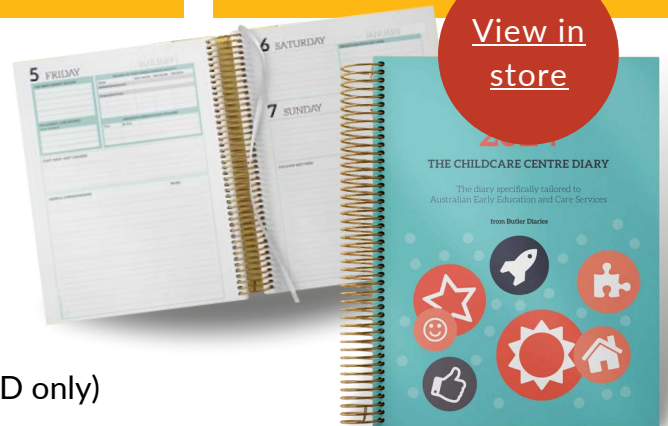
- Long Day Care
- OSHC / Occasional Care
- Preschool
- Kindergarten (incl. QLD Kindergarten Program)

IN

- Australia (all States)

DESIGNED TO BE USED WITH:

- Educational Leader Diary (all States)
- Nominated Supervisor Diary (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

THE CHILDCARE CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE EACH MONTH

1 MONDAY New Year's Day
JANUARY

CHILDREN ABSENT/ REASON	RECORD OF RESPONSIBLE PERSON ON DUTY		
	Name	Start: am/pm	End: am/pm
OCCASIONAL CARE BOOKED	Responsible Person		
	Signature		
MEETINGS/ORIENTATIONS/TRAINING	Time	Booked	

STAFF AWAY/ SHIFT CHANGES

GENERAL CORRESPONDENCE TO DO

DAILY RECORDS

6 SATURDAY JANUARY

REFLECTIONS FROM LAST WEEK

7 SUNDAY

GOALS FOR NEXT WEEK:

WEEKLY GOAL SETTING AND REFLECTIONS

January at a glance

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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				

MONTH AT A GLANCE

MEETING NOTES Date:

Attendance/Participants:

MONTHLY MEETING NOTES

NOTES FOR JANUARY

MONTHLY GENERAL NOTES

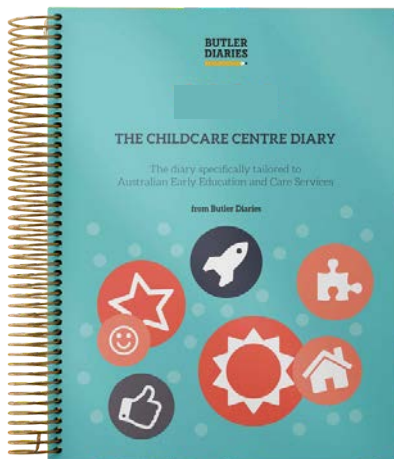
*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

THE CHILDCARE CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



STAFFING AND REPORTING REQUIREMENTS

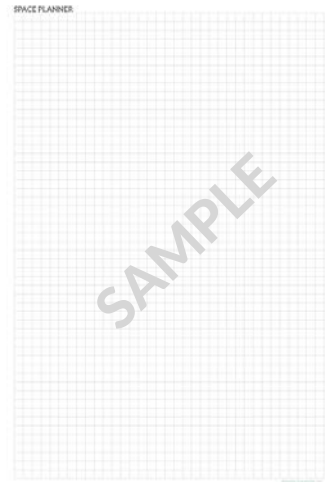
Centre-based ratio requirements (Australia)

Education for working children with children 0 to 2 years of age in the following categories: Working Daycare Centres, Working Daycare Centres with extended hours, and Working Daycare Centres with extended hours and reporting requirements for children 0 to 2 years of age.

Age Group	Minimum Staffing	Maximum Staffing
0 to 2 years	1:10	1:10
2 to 3 years	1:15	1:15
3 to 4 years	1:20	1:20
4 to 5 years	1:25	1:25

3 Years at a Glance

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	1	2	3	4	5	6	7	8	9	10	11	12
2024	1	2	3	4	5	6	7	8	9	10	11	12
2025	1	2	3	4	5	6	7	8	9	10	11	12



WHAT'S IN THE FRONT PAGES?

RATIO AND REPORTING REQUIREMENTS

3 YEARS AT A GLANCE

SPACE PLANNER

Special Dates Calendar

Azmatya

- 1 JAN Australian New Year's Day
- 2 JAN Australian New Year's Day
- 3 JAN Australian New Year's Day
- 4 JAN Australian New Year's Day
- 5 JAN Australian New Year's Day
- 6 JAN Australian New Year's Day
- 7 JAN Australian New Year's Day
- 8 JAN Australian New Year's Day
- 9 JAN Australian New Year's Day
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- 28 JAN Australian New Year's Day
- 29 JAN Australian New Year's Day
- 30 JAN Australian New Year's Day
- 31 JAN Australian New Year's Day

School Terms and Public Holidays

Australian State Schools Terms 2024

State	Term 1	Term 2	Term 3	Term 4
ACT	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
NSW	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
NT	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
QLD	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
TAS	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
VIC	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27
WA	Jan 22 - Feb 16	Mar 4 - Mar 28	Apr 15 - May 13	Jun 3 - Jun 27

TERM PLANNING OVERVIEW

Term	Start	End
TERM 1	Jan 22	Feb 16
TERM 2	Mar 4	Mar 28
TERM 3	Apr 15	May 13
TERM 4	Jun 3	Jun 27

2024 Year Planner

Month	Jan	Feb	Mar	Apr	May	June
JAN	1	2	3	4	5	6
FEB	7	8	9	10	11	12
MAR	13	14	15	16	17	18
APR	19	20	21	22	23	24
MAY	25	26	27	28	29	30
JUNE	1	2	3	4	5	6

SPECIAL DATES CALENDAR

SCHOOL TERMS AND PUBLIC HOLIDAYS

TERM PLANNING OVERVIEW

YEAR PLANNER

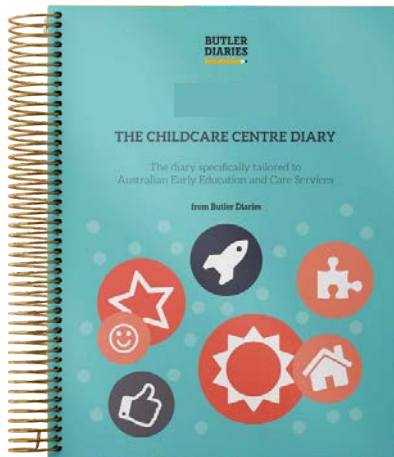
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THE CHILDCARE CENTRE DIARY

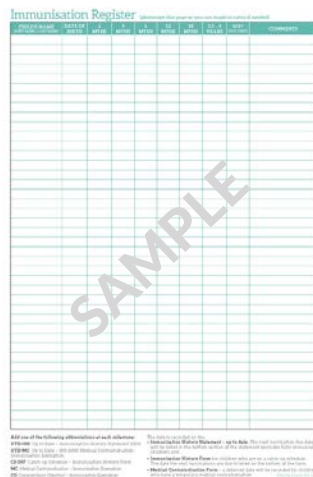


A4 HARD COVER WITH SPIRAL BINDING

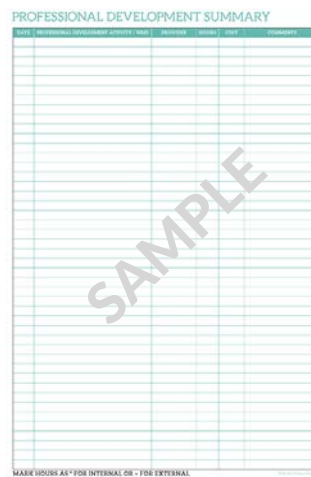
LOOK INSIDE FRONT PAGES



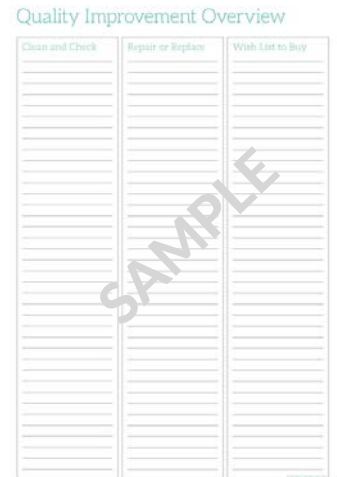
WHAT'S IN THE FRONT PAGES?



IMMUNISATION REGISTER



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 CHILDCARE CENTRE 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.
- Dewey emphasised the importance of children's cultural worlds. **Cultural celebration** is supported by 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.

DEVELOPMENTAL MILESTONES

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



COVERS:

- EYLF
- MTOP
- QKLG
- Theorists
- Developmental Milestones



THE CHILDCARE CENTRE 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 a record of absent children and an overview of ratio requirements (**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 CHILDCARE CENTRE DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK



QA4 Staffing arrangements

- Supports organisation of educators with **records of the responsible person** on duty (QA4.1.1)
- Supports efforts to ensure **continuity of staff** with staff absence record and staff leave planner (QA4.1.2)
- Supports collaboration and **staff learning** from one another with a record of meetings, training, general correspondence, and professional development summary (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 and community record (QA6.1.2)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar and community 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 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 (QA7.2.1)
- Supports you in the development of a **professional team** with a Professional Development summary (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 CHILDCARE CENTRE DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our Childcare Centre 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** 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 goal setting** and **reflections** in addition to **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 correspondence records and community records. Our diversity dates calendar prompts inclusiveness and a **sense of belonging** for your service families.

ORDER YOUR DIARY
WWW.BUTLERDIARIES.COM



1

2

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THE CHILDCARE CENTRE DIARY



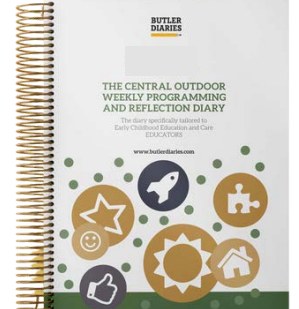
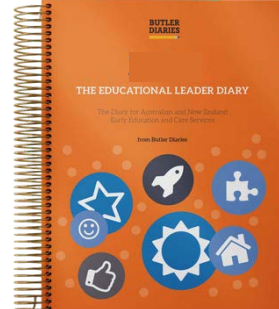
[VIEW THE FULL CHILDCARE COLLECTION](#)

RESOURCES TO SUPPORT YOUR EDUCATORS



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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.