Introducing the Childcare Centre Diary for COOKS! Plan and document your menus, supplies, kitchen maintenance and program support with this tailored diary especially for cooks in early childhood services.

In these pages you will find useful planning and mapping tools like the years at a glance, year planner, important dates and contacts, regulations summary and EYLF learning outcomes. There is space to record information about children and parents, supplier details and your details.

Most importantly there are specific tools which will help you meet compliance and assessment requirements - all in one handy folder. (The diary is in a handy ringbinder folder so you can add plastic sleeves with cuttings and recipes!)

Each day you can record:

- menu plans
- shopping lists
- recipes
- out of pocket expenses
- general communication and a to-do list
- meetings / orientations / training

Each week, make notes for your week ahead including orders and menu planning.

Weekly and Yearly checklists for your Food Safety Program and Kitchen maintenance.

What are the benefits?

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

RRP from $45.00 inc GST
Postage extra

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

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3 Friday

JANUARY 20XX

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:

Add to Shopping List:

Deliveries Received Today: Issues? UBDs ok?

Out of Pocket Expenses:

Maintenance required: Action taken:

Special Occasions today: (birthdays, cultural)

Fridge / Freezer Temps:
Appliance °C

SAMPLE

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4 Saturday

5 Sunday

SAMPLE

ORDERS FOR NEXT WEEK:

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: ☐

DECEMBER 2019	M	T	W	T	F	S	S
	25	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

JANUARY 2020	M	T	W	T	F	S	S
	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	29	30	31	1	2

FEBRUARY 2020	M	T	W	T	F	S	S
	27	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	29	1

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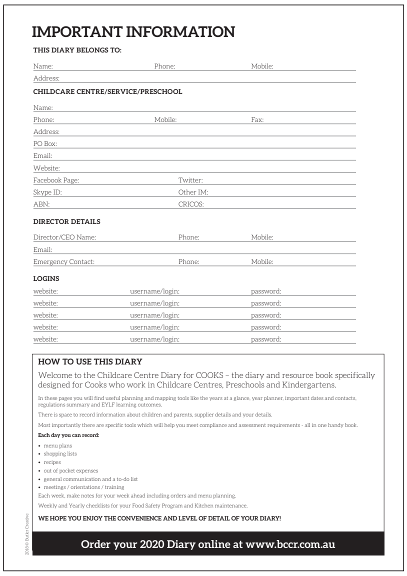

IMPORTANT INFORMATION

THIS DIARY BELONGS TO:

Name: Phone: Mobile:
Address:

CHILDCARE CENTRE/SERVICE/PRESCHOOL

Name:
Phone: Mobile: Fax:
Address:
PO Box:
Email:
Website:
Facebook Page: Twitter:
Skype ID: Other IM:
ABN: CRICOS:

DIRECTOR 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:
website: username/login: password:

HOW TO USE THIS DIARY

Welcome to the Childcare Centre Diary for COOKS – the diary and resource book specifically designed for Cooks who work in Childcare Centres, Preschools and Kindergartens.

In these pages you will find useful planning and mapping tools like the years at a glance, year planner, important dates and contacts, regulations summary and EYLF learning outcomes.

There is space to record information about children and parents, supplier details and your 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:

- menu plans
- shopping lists
- recipes
- out of pocket expenses
- general communication and a to-do list
- meetings / orientations / training

Each week, make notes for your week ahead including orders and menu planning.

Weekly and Yearly checklists for your Food Safety Program and Kitchen maintenance.

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

Order your 2020 Diary online at www.bccr.com.au

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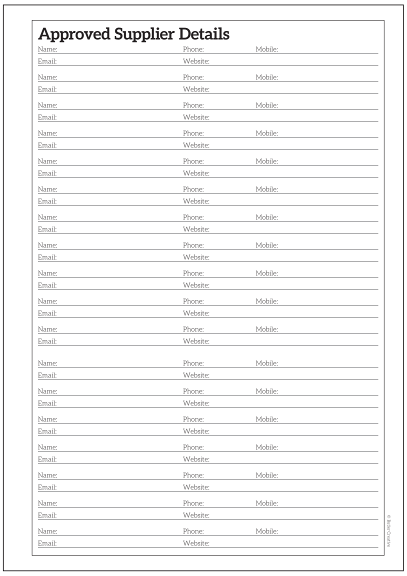
Important information about the owner, service contacts and more



Approved Supplier Details

Name: Phone: Mobile:
Email: Website:
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Email: Website:
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Contact details of approved suppliers

Important Contacts

EMERGENCY CALL 000 FIRE - POLICE - AMBULANCE

Australian Community Children's Services (ACCS)
www.ausccs.org.au

ACECQA
Head Office: 1300 422 327
enquiries@acecqa.gov.au
www.acecqa.gov.au

Asthma Australia
Information Line: 1800 278 462
www.asthmaaustralia.org.au

Australian Breastfeeding Association
Breastfeeding Helpline
1800 686 268
www.breastfeeding.asn.au

Australian Immunisation Register (AIR)
1800 653 809
https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register

Australian Dental Association
02 8815 3333
www.ada.org.au

Australian Taxation Office
Business Tax Enquiries: 13 72 26
Personal Tax Enquiries: 13 28 65
www.ato.gov.au

Australasian Society of Clinical Immunology and Allergy (ASCIA)
info@allergy.org.au
www.allergy.org.au

Be You (formerly Kids Matter)
beyou.edu.au

Cancer Council Australia
13 11 20
www.cancer.org.au

Care For Kids
www.careforkids.com.au
A directory to locate, compare and contact a range of child care services.

Centrelink
131 272 - Child Support
www.humanservices.gov.au/individuals/child-support

Department of Education and Training
1300 566 046
https://www.education.gov.au/

Department of Human Services - Families
136 150
www.humanservices.gov.au/individuals/families
- For families needing information about their eligibility and assessment of CCS and the CCSN, as well as making online claims.
- Multilingual Telephone Service - 131 202

Diabetes Australia National Office
1300 136 588
www.diabetesaustralia.com.au

Domestic Violence Line
24hr 1800 656 463
TTY 1800 671 442

Early Childhood Australia (ECA)
1800 356 900
www.earlychildhoodaustralia.org.au

Family Day Care Australia (FDCA)
1800 658 699
enquiries@fdca.com.au
www.familydaycare.com.au

Health Direct
1800 022 222 (24 hrs)
www.healthdirect.gov.au

Home Safety Centre
now known as: The Royal Children's Hospital Community Information Team
(03) 9345 5085
www.rch.org.au/safetycentre/

Immunise Australia Program
1800 671 811
www.immunise.health.gov.au/

Inclusion Support Programme
1300 566 046 (Dept of Education & Training)
InclusionSupportProgramme@education.gov.au
www.education.gov.au/inclusion-support-programme-isp

Kids Helpline
24hr counselling and support for young people from age 5 – 25 years
1800 55 1800
https://kidshelpline.com.au/

Kidsafe Australia
(02) 9845 0890
www.kidsafe.com.au

Mandatory Reporter Guide: (MRG)
ACT - Office for Child & Youth Protection Services
1300 556 729
NSW - (formerly DOCS)
Child Protection Helpline - 132 111 (24 hrs)
NT - Child Abuse Hotline
1800 700 250
QLD - Child Safety After Hours Service Centre
1800 177 135 or 07 3235 9999 (24 hrs) if outside business hours
SA - Department for Child Protection
13 14 78 (24 hrs)
TAS - Department of Health and Human Services 1300 737 639
VIC - Department of Health and Human Services
After Hours Child Protection Emergency Service 13 12 78

WA - Department of Communities, Child Protections and Family Support
1800 708 704 (24 hours)

NAPCAN
(02) 8073 3300 (National Office)
www.napcan.org.au

National Asthma Council Australia
(03) 9929 4333
1800 032 495 (Order line)
nac@nationalasthma.org.au

Nutrition Australia
www.nutritionaustralia.org

Office of Early Childhood Education and Child Care
1800 670 305
mychild@education.gov.au
www.mychild.gov.au

Parent Line NSW
1300 1300 52
info@parentline.org.au
www.parentline.org.au/

Parentline
For parents and carers of children in QLD & N
1300 30 1300 (7 days)
www.parentline.com.au/

Poisons Information Centre
13 11 26 (24 hrs)
www.poisonsinfo.nsw.gov.au

Raising Children Network
www.raisingchildren.net.au

Secretariat of National Aboriginal and Islander Child Care (SNAICC)
(03) 9489 8099
info@snaicc.org.au
www.snaicc.org.au

Red Nose (formerly Sids and Kids)
1300 998 698 (Safe Sleeping Education)
education@rednose.com.au
rednose.com.au/
https://rednose.com.au/section/contact-us

Working with Children Check
All states overview here:
www.careforkids.com.au/articlesv2/article.asp?ID=82

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Contact details of government bodies, help lines, children's services and more

Acronyms

ABN – Australian Business Number
ACCS – Australian Community Children's Services (Formerly NACBCS)
ACCS – Additional Child Care Subsidy
ACER – Australian Council for Educational Research
ACF – Australian Childhood Foundation
ACO/CSO – Assessment and Compliance Officer
ACECQA – Australian Children's Education and Care Quality Authority
AGACCS – Australian Government Approved Child Care Services
AHW – Aboriginal Health Worker
AQF – Australian Qualifications Framework
BSP – Bicultural Support Program
BSC – Before School Care
CALD – Culturally and Linguistically Diverse
CCS – Child Care Subsidy
CCSN – Child Care Safety Net
CCSS – Child Care Subsidy System
CCR – Child Care Rebate
CPI – Consumer Price Index
CCCOP – Community Childcare Co-operative
DHS – Department of Human Services
ECA – Early Childhood Australia
ECEC – Early Childhood Education and Care
EFT – Equivalent Full-Time
ERIC – Education Resources Information Centre
EYLF – Early Years Learning Framework
FAO – Family Assistance Office
FDC – Family Day Care
FSP – Food Safety Program
GCCB – Grandparent Child Care Benefit
GST – Goods and Services Tax
IHC – In Home Care
IPSU – Indigenous Professional Support Unit
LDC – Long Day Care
LLNP – Literacy, Language and Numeracy Program
LOC – Learning Outcomes
LOTE – Languages other than English
MTOP – My Time, Our Place
NAIDOC – National Aborigines and Islanders Day Observance Committee
NAPCAN – National Association for Prevention of Child Abuse and Neglect
NESB – Non-English Speaking Background
NQF – National Quality Framework
NQS – National Quality Standard
OCC – Occasional Child Care
OOSH/OSHC – Out of School Hours Care/Outside School Hours Care
QIP – Quality Improvement Plan
RPL – Recognition of Prior Learning
SCAN – Supporting Children with Additional Needs
SHR – Standard Hourly Rate
SCCB – Special Child Care Benefit
TFN – Tax File Number

Diversity and Sustainability Calendar and Special Dates

Date	Event
1 JAN	New Year's Day
25 JAN	Chinese New Year (Year of the RAT) and Tết
26 JAN	Australia Day
2 FEB	World Wetlands Day
14 FEB	Valentine's Day
20 FEB	Love Your Pet Day
25 FEB	Shrove Tuesday (Pancake Day)
28 FEB	Schools Clean Up Day
1 MAR	Clean Up Australia Day
17 MAR	St Patrick's Day
21 MAR	Harmony Day
21 MAR	International Day of Forests
22 MAR	World Water Day
27 MAR	Earth Hour Schools Day
29 MAR	Neighbour Day
2 APR	International Children's Book Day
22 APR	Earth Day
23 APR	Ramadan begins (at sunset)
25 APR	ANZAC Day
3-9 MAY	International Compost Awareness Week
10 MAY	Mother's Day
15 MAY	International Day of Families
23 MAY	Eid-al-Fitr (Ramadan ends)
26 MAY	National Sorry Day
27 MAY-3 JUN	National Reconciliation Week
5 JUN	World Environment Day
8 JUN	World Oceans Day
20 JUN	World Refugee Day
5-12 JUL	NAIDOC Week
10 JUL	Teddy Bear's Picnic Day
17 JUL	National Pyjama Day
31 JUL	National Schools Tree Day
4 AUG	National Aboriginal and Torres Strait Islander Children's Day
1 SEP	National Wattle Day
2 SEP	Early Childhood Educators Day
6 SEP	Father's Day
6-12 SEP	National Child Protection Week
21 SEP	International Day of Peace (UN)
4 OCT	World Animal Day
16 OCT	World Food Day
24 OCT - 1 NOV	Children's Week
25 OCT	National Grandparents Day
28 OCT	Universal Children's Day (Australia)
31 OCT	Halloween
3 NOV	Melbourne Cup Day
9-15 NOV	National Recycling Week
11 NOV	Remembrance Day
14 NOV	Diwali/Deepavali Day
3 DEC	International Day of People with Disability
11 DEC	International Mountain Day
10-18 DEC	Chanukah (Hanukkah)
25 DEC	Christmas Day

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

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Acronyms relating to early childhood services and a calendar of sustainability, diversity and special days

Government Schools Term Dates 20XX

ACT	
Term 1	Tuesday 5 February to Friday 12 April (New students commence Monday 4 February)
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Thursday 19 December
NSW	
Term 1	Tuesday 29 January to Friday 12 April (Eastern Division)
	Tuesday 5 February to Friday 12 April (Western Division)
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Friday 20 December
Term dates include school development days at the start of Terms 1, 2 and 3, and the last 2 days of the school year in NSW public schools. Check with your local school as some dates may be changed.	
NT	
Term 1	Tuesday 29 January to Friday 12 April (teachers resume Friday 25 January) (Urban schools only)
	Wednesday 30 January to Friday 12 April (Remote schools only excluding Gunbalanya School) (teachers resume Tuesday 29 January)
Term 2	Tuesday 23 April to Friday 28 June
Term 3	Tuesday 23 July to Friday 27 September (teachers resume 22 July)
Term 4	Monday 14 October to Thursday 12 December (Urban schools only) Monday 14 October to Friday 13 December (Remote schools only)

QLD	
Term 1	Tuesday 29 January to Friday 5 April
Term 2	Tuesday 23 April to Friday 28 June
Term 3	Monday 15 July to Friday 20 September
Term 4	Tuesday 8 October to Friday 13 December (Year 12 finish 15 November; Year 10 & 11 finish 29 November)
Staff professional development days (SPDDs) 2019: 24, 25 January; 8, 9, 10 April; 21 October	
SA	
Term 1	Tuesday 29 January to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Friday 13 December
TAS	
Term 1	Wednesday 6 February to Friday 12 April (teachers commence Monday 4 February)
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Thursday 19 December (Teachers finish Friday 20 December)
VIC	
Term 1	Tuesday 29 January to Friday 5 April (Students commence Wednesday 30 January)
Term 2	Tuesday 23 April to Friday 28 June
Term 3	Monday 15 July to Friday 20 September
Term 4	Monday 7 October to Friday 20 December
WA	
Term 1	Monday 4 February to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October to Thursday 19 December

Australian Public Holidays 20XX

DATE	DAY	STATE	HOLIDAY
1 Jan	Tues	ALL	New Year's Day
28 Jan	Mon	ALL	Australia Day (observed)
4 Mar	Mon	WA	Labour Day
11 Mar	Mon	VIC	Labour Day
11 Mar	Mon	ACT	Canberra Day
11 Mar	Mon	SA	March Public Holiday
11 Mar	Mon	TAS	Eight Hours Day
19 Apr	Fri	ALL	Easter – Good Friday
20 Apr	Sat	ALL but TAS, WA	Easter Saturday
21 Apr	Sun	ACT, NSW, QLD,VIC	Easter Sunday
22 Apr	Mon	ALL	Easter Monday
23 Apr	Tues	TAS	Easter Tuesday (some awards and PS)
25 Apr	Thur	ALL	ANZAC Day
6 May	Mon	QLD	Labour Day
6 May	Mon	NT	May Day

DATE	DAY	STATE	HOLIDAY
27 May	Mon	ACT	Reconciliation Day
3 Jun	Mon	WA	Western Australia Day
10 Jun	Mon	ALL but QLD, WA	Queen's Birthday
5 Aug	Mon	NT	Picnic Day
30 Sep	Mon	WA	Queen's Birthday (regional may differ)
7 Oct	Mon	QLD	Queen's Birthday
7 Oct	Mon	ACT, NSW, SA	Labour Day
5 Nov	Tues	VIC	Melbourne Cup Day
24 Dec	Tues	SA, NT	Christmas Eve (7pm to midnight)
25 Dec	Wed	ALL	Christmas Day
26 Dec	Thur	All but SA	Boxing Day
26 Dec	Thur	SA	Proclamation Day
31 Dec	Tues	SA, NT	New Year's Eve (7pm to midnight)

All dates are correct to the best of our knowledge at the time of printing and are subject to change.

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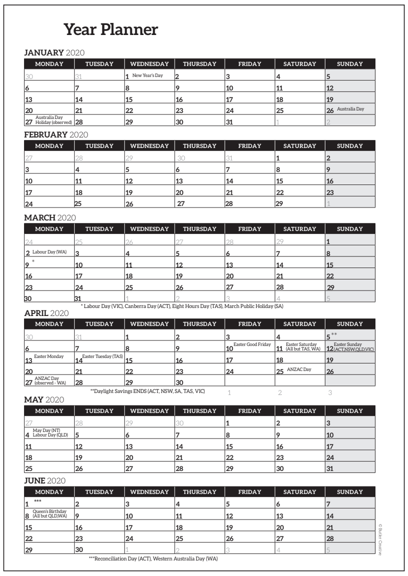
Government School Holidays and Public Holidays



Year Planner

JANUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	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	26 Australia Day
27 Australia Day Holiday (observed)	28	29	30	31	1	2

FEBRUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	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	29	1

MARCH 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24	25	26	27	28	29	1
2 Labour Day (WA)	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

* Labour Day (VIC), Canberra Day (ACT), Eight Hours Day (TAS), March Public Holiday (SA)

APRIL 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3	4	5 **
6	7	8	9	10 Easter Good Friday	11 Easter Saturday (All but TAS, WA)	12 Easter Sunday (ACT,NSW,QLD,VIC)
13 Easter Monday	14 Easter Tuesday (TAS)	15	16	17	18	19
20	21	22	23	24	25 ANZAC Day	26
27 ANZAC Day (observed - WA)	28	29	30	1	2	3

**Daylight Savings ENDS (ACT, NSW, SA, TAS, VIC)

MAY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	1	2	3
4 May Day (NT) Labour Day (QLD)	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

JUNE 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 ***	2	3	4	5	6	7
8 Queen's Birthday (All but QLD,WA)	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

***Reconciliation Day (ACT), Western Australia Day (WA)

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Double page spread of Year Planner

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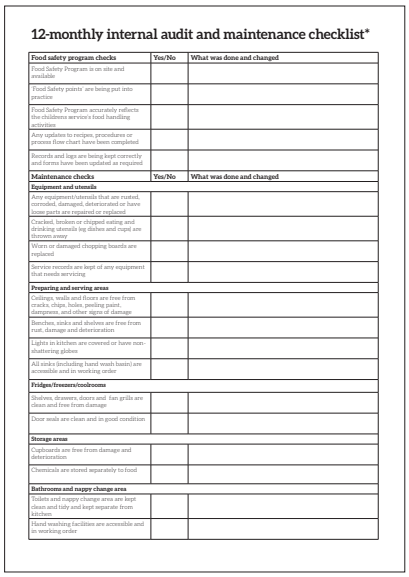
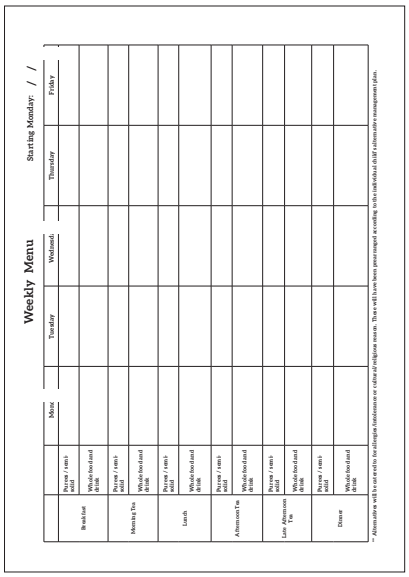


12-monthly internal audit and maintenance checklist*

Food safety program checks	Yes/No	What was done and changed
Food Safety Program is on site and available		
'Food Safety points' are being put into practice		
Food Safety Program accurately reflects the childness service's food handling activities		
Any updates to recipes, procedures or process flow chart have been completed		
Records and logs are being kept correctly and forms have been updated as required		
Maintenance checks	**Yes/No**	**What was done and changed**
Equipment and utensils		
Any equipment/utensils that are rusted, corroded, damaged, deteriorated or have loose parts are repaired or replaced		
Cracked, broken or chipped eating and drinking utensils (eg dishes and cups) are thrown away		
Worn or damaged chopping boards are replaced		
Service records are kept of any equipment that needs servicing		
Preparing and serving areas		
Ceilings, walls and floors are free from cracks, chips, holes, peeling paint, dampness, and other signs of damage		
Benches, sinks and shelves are free from rust, damage and deterioration		
Lights in kitchen are covered or have non-shattering globes		
All sinks (including hand wash basin) are accessible and in working order		
Fridges/freezers/coolrooms		
Shelves, drawers, doors and fan grills are clean and free from damage		
Door seals are clean and in good condition		
Storage areas		
Cupboards are free from damage and deterioration		
Chemicals are stored separately to food		
Bathrooms and nappy change area		
Toilets and nappy change area are kept clean and tidy and kept separate from kitchen		
Hand washing facilities are accessible and in working order		

12-monthly internal audit and maintenance checklist



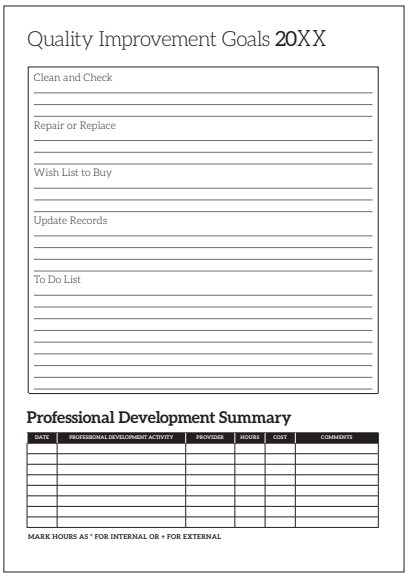
Weekly Menu

Starting Monday: / /

	Monday	Tuesday	Wednesd.	Thursday	Friday
Breakfast	Porridge / cereal / toast				
	Wholefoods and drink				
Morning Tea	Porridge / cereal / toast				
	Wholefoods and drink				
Lunch	Porridge / cereal / toast				
	Wholefoods and drink				
Afternoon Tea	Porridge / cereal / toast				
	Wholefoods and drink				
Late Afternoon Tea	Porridge / cereal / toast				
	Wholefoods and drink				
Dinner	Porridge / cereal / toast				
	Wholefoods and drink				

* Alternatives will be served to the Religious Vegetarian or cultural/religious reasons. These will have been prearranged according to the individual child's alternative management plan.

Weekly Menu Planner Template



Quality Improvement Goals 20XX

Clean and Check

Repair or Replace

Wish List to Buy

Update Records

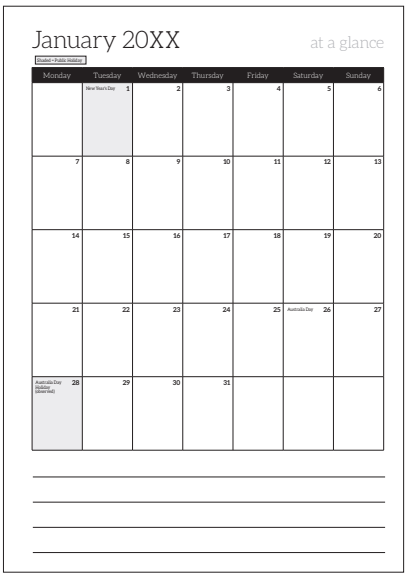
To Do List

Professional Development Summary

DATE	PROFESSIONAL DEVELOPMENT ACTIVITY	PROVIDER	HOURS	COST	COMMENTS

MARK HOURS AS * FOR INTERNAL OR + FOR EXTERNAL

Quality Improvement Goals and Professional Development Summary



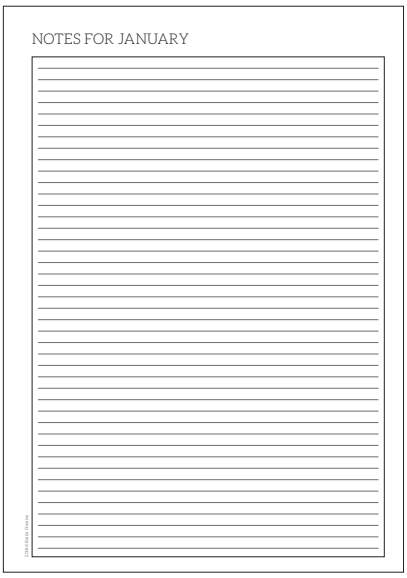
January 20XX

at a glance

Shaded = Public Holiday

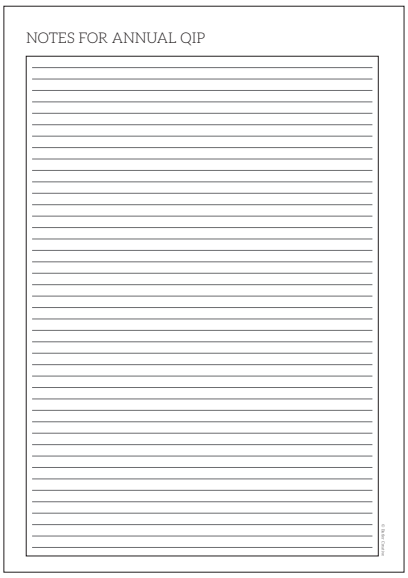
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	New Year's Day 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	Australia Day 26	27
Australia Day Holiday (observed) 28	29	30	31			

Before each month, a month planner at a glance



NOTES FOR JANUARY

After each month, a page for notes



NOTES FOR ANNUAL QIP

Notes for end of year

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

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