

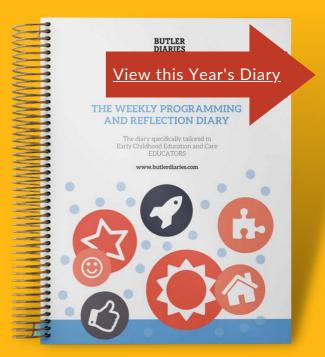
# COMPLIANCE INFORMATION

# Look inside the

# WEEKLY PROGRAMMING AND REFLECTION 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.





**BUTLERDIARIES.COM** 

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This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches staff to be uniform and vigilant via a weekly format. This is turn reduces the stress and workload associated with the NQS.

# BUTLER DIARIES



Centre-based service



Family day 🗸 care services



Birth to 🧹 five

## THIS DIARY IS FOR

- Educators
- Room Leaders
- Teachers
- Educational Leaders

## **WORKING IN**

- Long Day Care
- Preschool
- Family Day Care

## IN

• Australia (all States)

### Looking for the:

- <u>QLD Kindergarten</u>
   <u>Program Version</u>?
- OSHC Program Version?

View in

<u>store</u>

# DESIGNED TO BE USED WITH:

- Individual Observations Booklet (all States)
- Our Sustainable Year Wall Calendar (all States)
- Our Culturally Responsive Year Wall Calendar (all States)
- Central Outdoor Weekly Programming and Reflection Diary (all States)
- Educational Leader Diary (all States)
- Nominated Supervisor Diary (all States)
- Childcare Centre Diary (all States)
- Family Day Care Compliance Diary (all States)

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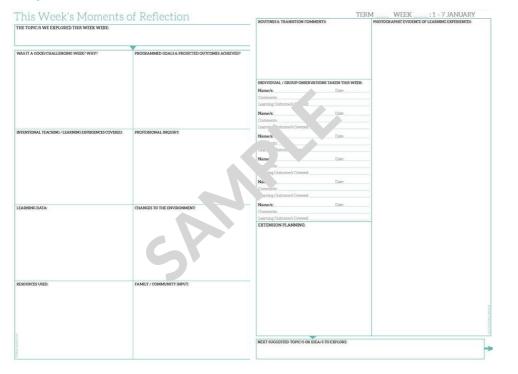
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A4 HARD COVER WITH SPIRAL BINDING

## LOOK INSIDE **EVERY WEEK**



WEEKLY PROGRAMMING SPREAD WITH **LEARNING OUTCOMES** 



WEEKLY REFLECTION SPREAD WITH **OBSERVATION** TRACKER AND PHOTO EVIDENCE

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



## EARLY YEARS LEARNING FRAMEWORK CREATIVE THINKING PROGRAM

Topic/s we will be exploring:	🔪 Monday 📘 🔁	Tuesday 2 >	Wednesday <mark>3</mark> ᠵ
	STORIES / SONGS:	STORIES / SONGS:	STORIES / SONGS:
Emerging ideas/planning:			
This week's program will	ART / CRAFT / COOKING:	ART / CRAFT / COOKING:	ART / CRAFT / COOKING:
focus on the following EYLF v2 ("VEYLDF) outcome/s:			
1: Children have a strong sense of identity 1.1 Children feel safe, secure and supported			
1.2 Children develop their emerging autonomy, inter-dependence, resilience and agency     1.3 Children develop			
knowledgeable, confident self-identities and a positive sense of self-worth 14 Children learn to interact in relation to others with care, empathy	ROLE PLAY / SENSORY / MINDFULNESS:	ROLE PLAY / SENSORY / MINDFULNESS:	ROLE PLAY / SENSORY / MINDFULNES
and respect. 2: Children are connected with and contribute to their world 2:1 Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities "(necessary for active civic participation) as active and informed citizens 2:2 Children respective diversity			
22 Children respond to diversity with respect     2.3 Children become aware of fairness     2.4 Children become socially responsible and show respect for the environment	GROUP LEARNING (Intentional Teaching):	GROUP LEARNING (Intentional Teaching):	GROUP LEARNING (Intentional Teaching
3: Children have a strong sense of wellbeing  3.1 Children become strong in their social, emotional and mental "(spintual) wellbeing  3.2 Children "become strong in their physical learning and wellbeing "(take increasing responsibility for their own health and physical wellbeing)  3.3 Children are aware of and			
develop strategies to support their win mental and physical health and personal safety *(not in VEYLDF)	CHILDREN'S SPONTANEOUS CHOICES:	CHILDREN'S SPONTANEOUS CHOICES:	CHILDREN'S SPONTANEOUS CHOICES:
4: Children are confident and involved learners 4.1 Children develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity 4.2 Children develop a range of learning and thinking skills and			
recesses such as problem solving, nquiry, experimentation, hypothesising, esearching and investigating 4.3 Children transfer and adapt what			
hey have learned from one context to another 4.4 Children resource their own earning through connecting with people, place, technologies and natural and processed materials	OUTDOOR EXPERIENCES / OBSERVATION:	OUTDOOR EXPERIENCES / OBSERVATION:	OUTDOOR EXPERIENCES / OBSERVATION
5: Children are effective communicators 3.1 Children interact verbally and non-verbally with others for a range of surposes			
<ul> <li>5.2 Children engage with a range of exits and gain meaning from these texts</li> <li>5.3 Children express ideas and nake meaning using a range of media</li> <li>5.4 Children begin to understand row symbols and pattern systems work</li> <li>5.5 Children use digital technologes and nedia to access information, investigate deas and represent their thinking</li> <li>Next Week's Topics</li> </ul>	© Budder Dannee Pry Lod		LOOK



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'hursday 4 >>	Friday 5	Cultural Responsivenes	s / Sustainability / Weekend Plan 🦷
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ROUP LEARNING (Intentional Teaching):	GROUP LEARNING (Intentional Teaching):		
HILDREN'S SPONTANEOUS CHOICES:	CHILDREN'S SPONTANEOUS CHOICES:		
UTDOOR EXPERIENCES / OBSERVATION:	OUTDOOR EXPERIENCES / OBSERVATION:		
			LOOK
UTLER			INSIDE



# This Week's Moments of Reflection

INTENTIONAL TEACHING / LEARNING EXPERIENCES COVERED. INTENTIONAL TEACHING / LEARNING EXPERIENCES COVERED. ILEARNING DATA: CHANGES TO THE ENVIRONMENT: RESOURCES USED: FAMILY / COMMUNITY INPUT:	THE TOPIC/S WE EXPLORED THIS WEEK WERE:	
INTENTIONAL TEACHING / LEARNING EXPERIENCES COVERED. INTENTIONAL TEACHING / LEARNING EXPERIENCES COVERED. ILEARNING DATA: CHANGES TO THE ENVIRONMENT: RESOURCES USED: FAMILY / COMMUNITY INPUT:		
LEARNING DATA: CHANGES TO THE ENVIRONMENT: RESOURCES USED: FAMILY / COMMUNITY INPUT:	WAS IT A GOOD/CHALLENGING WEEK? WHY?	PROGRAMMED GOALS & PROJECTED OUTCOMES ACHIEVED?
RESOURCES USED: FAMILY / COMMUNITY INPUT:	INTENTIONAL TEACHING / LEARNING EXPERIENCES COVERED:	PROFESSIONAL INQUIRY:
	LEARNING DATA:	CHANGES TO THE ENVIRONMENT:
	RESOURCES USED:	
<b>BOTILER</b> <b>DIARIES</b> *These pages are sample pages only, some changes in design or layout may be present in the physical diary.	BUTLER	INSIDE

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ROUTINES & TRANSITION COMMENTS:	PHOTOGRAPHIC EVIDENCE OF LEARNING EXPERIENCES:
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INDIVIDUAL / GROUP OBSERVATIONS TAKEN THIS WEEK	557
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NEXT SUGGESTED TOPIC/S OR IDEA/S TO EXPLORE:	LOOK



INSIDE



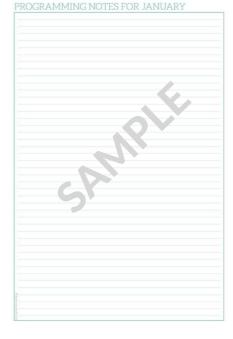
A4 HARD COVER WITH SPIRAL BINDING

Thursday B ->

## LOOK INSIDE EVERY MONTH



#### MONTH OVERVIEW



#### MONTHLY PROGRAMMING NOTES

PHOTOS / DRAWINGS

# SAMPLE

## MONTHLY EVIDENCE AND PLANNING PAGES



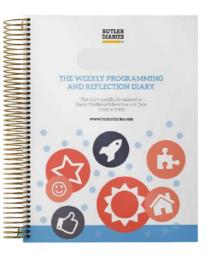
#### MONTHLY REFLECTION NOTES

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



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## LOOK INSIDE FRONT PAGES



### WHAT'S IN THE FRONT PAGES?

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IMPORTANT INFORMATION SUMMARY CONTACTS PAGE

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SUMMARY OF NQS



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3 YEARS AT A GLANCE

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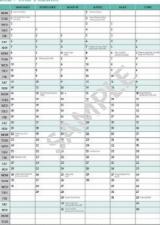
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\*These pages are sample pages only, some changes in design or layout may be present in the physical diary.





# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## FRAMEWORKS

#### **Principles**

Partnerships with families and respect for diversity are encouraged with weekly planning prompts, family input, displayed program, weekly reflections, extension planning, and a diversity dates calendar. Secure, respectful, and reciprocal relationships are promoted through a program that encourages holistic planning that prioritises nurturing relationships, interdependence, wellbeing, and connectedness. Embedding Aboriginal and Torres Strait Islander Perspectives and Sustainability is prompted through a weekly culturally responsive and sustainability planning column. The Creative Thinking Program is designed to support educators in their commitment to equity, inclusion, and high expectations in their program and practice. A weekly reflection spread captures critical reflection and ongoing professional learning as a principle. The Butler Method promotes collaborative leadership and teamwork through a program designed to capture the ideas and reflections of all staff, families, children, and the community to provide the best outcomes for children.

#### Practice

 Holistic, integrated and interconnected approaches, play-based learning and intentionality, cultural responsiveness, and responsiveness to children are encouraged through our box prompts in the weekly programming spread. The reflection spread prompts consideration of your learning environments and continuity of learning and transitions. Assessment for learning is captured in extension planning, individual observation record, photographic evidence, and reflections.

#### Learning Outcomes

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- Supports your planning and reflection based on the **EYLF outcomes** with a weekly framework checklist and reflections for outcomes covered.
- Supports reflection on learning outcomes with prompts that cover the EYLF outcomes.



## COVERS:

- LO1: Children have a strong sense of identity
- LO2: Children are connected with and contribute to their world
- LO3: Children have a strong sense of wellbeing
- LO4: Children are confident and involved learners
- LO5: Children are effective communicators



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# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## THEORETICAL LINKS

- Erikson believed children move through 8 stages across their lifespan in their social and emotional development. Children are supported through a crisis to develop socially and emotionally when the environment and educators support their development. This can be done through relationships, planning for children's skills, providing a variety of play experiences, and inviting children to contribute to the program, which is supported and promoted by our planning boxes and critical reflection.
- Piaget believed children must master one stage before they could move on to the next stage of cognitive development. Planning for children's **individual skills, interests, and abilities** is promoted through **critical reflection** on learning data, the environment, resources used, extension planning, and a record of observations captured.
- Vygotsky emphasised the importance of social interactions in development. Social interaction is planned daily through a **group learning planning box**.
- Gardner suggested there was more than one intelligence and placed importance on **arts and creativity in children's learning.** We captured this daily with an Art / Craft / Cooking planning box.
- Bronfenbrenner emphasised the importance of interactions between environmental factors on children's development. **Interactions between parents and educators** are encouraged with family and community input into the program.
- Montessori pressed the importance of the environment and resources in children's learning. She believed children learn best when using their senses and following their interests. We have embedded this into our Weekly Programming and Reflection Diary with a Sensory planning box and reflections on the environments and resources used.







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# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## DEVELOPMENTAL MILESTONES

Supports you implementing EYLF, which links with children's development:

- **Physical** development is captured through Art / Craft / Cooking planning box (**LO1, 3, 4**)
- **Social** development is captured through the Group Learning planning box (**LO1**, **2**, **3**, **5**),
- Emotional development is captured through Group Learning and Role Play / Sensory / Mindfulness planning boxes (LO1, 2, 3, 4),
- **Cognitive** development is captured through Group Learning / Intentional Teaching planning box (**LO2**, **4**, **5**),
- Language development is captured through Stories / Songs and Group Learning planning boxes (LO1, 5), and
- Children's development across **all areas** is captured in the Children's Spontaneous Choices planning box, Learning Data Reflection Box, Observation Record, and Photographic Evidence Space (**LO1**, **2**, **3**, **4**, **5**).



### **COVERS**:

- Physical development (LO1, 3, 4)
- Social development (LO1, 2, 3, 5)
- Emotional development (LO1, 2, 3, 4)
- Cognitive development (LO2, 4, 5)
- Language development (LO1, 5)





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# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## NATIONAL QUALITY FRAMEWORK

#### **QA1** Educational program and practice

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- Supports the implementation of approved learning frameworks with weekly learning outcome checklist, weekly reflections, overview pages, references, and a diversity dates calendar (QA1.1.1)
- Support children's interests at the centre of the program with daily child's interests recorded and emerging planning notes section (QA1.1.2)
- Supports maximising opportunities for children's learning with planning and reflection to cover key areas, routines, and transitions (QA1.1.3)
- · Promotes intentional teaching practices with a daily intentional teaching planning box, weekly intentional teaching reflection, and space for photos of learning experiences (QA1.2.1)
- Encourages responding to children's ideas and extending their learning by capturing children's choices, recording individual observations taken, and multiple points for extension planning (QA1.2.2)
- Supports promoting children's agency to influence their world with spontaneous children's choices recorded daily (QA1.2.3)
- Supports the implementation of a cycle of planning with emerging ideas planning, analysis of learning, weekly and monthly reflections, extension planning, and individual observation record (QA1.3.1)
- Promotes critical reflection with weekly reflection prompts (QA1.3.2)
- Designed to be displayed and easily read, so families are informed about their child's program (QA1.3.3)

## COVERS:

- 1.1.1 Approved Learning Framework
- 1.1.2 Childcentred
- 1.1.3 Program learning opportunities
- 1.2.1 Intentional teaching
- 1.2.2 Responsive teaching and scaffolding
- 1.2.3 Child directed learning
- 1.3.1 Assessment and planning cycle
- 1.3.2 Critical reflection
- 1.3.3 Information for families



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# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

# NATIONAL QUALITY FRAMEWORK

#### QA2 Children's health and safety

• Supports each **child's wellbeing and comfort** with weekly reflections on routines and transitions (**QA2.1.1**)

#### QA3 Physical environment

- **Promotes reflection of physical environments** to ensure they are fit for purpose, well maintained, and inclusive with a reflection on the changes you made to the environment (**QA3.1.1**, **QA3.1.2**, **QA3.2.1**)
- Promotes reflection on the use of resources and their suitability for enabling and including every child with a resources used reflection prompt (QA3.2.2)
- Supports **engagement with sustainability** with a dates calendar, weekly planning column, and links to the Central Outdoor Weekly Programming and Reflection Diary (**QA3.2.3**)

#### COVERS:

• 2.1.1 Wellbeing and comfort

## COVERS:

- 3.1.1 Fit for purpose
- 3.1.2 Upkeep
- 3.2.1 Inclusive environment
- 3.2.2 Resources support playbased learning
   3.2.3
  - Environmentally responsible

## COVERS:

- 4.2.1 Staffing arrangements
- 4.2.2 Professional standards

#### QA4 Staffing arrangements

- Promotes professional collaboration and ongoing learning through a professional inquiry reflection prompt (QA4.2.1)
- Supports guidance by professional standards (QA4.2.2)





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# HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## NATIONAL QUALITY FRAMEWORK

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	QA5 Relationships with children	COVERS:
	<ul> <li>Promotes collaborative learning opportunities with a daily programming box for group learning (QA5.2.1)</li> </ul>	<ul> <li>5.2.1 Collaborative learning</li> </ul>
	QA6 Partnerships with families and community	COVERS:
	<ul> <li>Promotes the expertise, culture, values, and beliefs of families to be embedded into decision-making and planning with a displayed program and weekly reflection on parent input (QA6.1.2)</li> </ul>	<ul> <li>6.1.2 Parent views are respected</li> </ul>
	QA7 Leadership and service management	COVERS:
	<ul> <li>Promotes continuous improvement through reflection (QA7.2.1)</li> </ul>	• 7.2.1 Continuous



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

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## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

## EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

#### Embedded in Service Operations

**Our Weekly Programming** and Reflection Diaries are designed to ensure consistency of practice and provide evidence for intentional practices that are being implemented by staff. The diaries are designed to support consistency in daily planning and weekly reflections to support extensions for the following week. An ongoing cycle of planning is promoted with weekly emerging ideas and extension planning prompts.

#### **THEME 2**

#### Informed by Critical Reflection

To ensure your practices are informed by critical reflection, our diary includes **weekly reflections and extension planning** to promote ongoing analysis and drive ongoing quality improvement. The **reflection prompts** you to think about different areas and critically reflect on improvements that can be implemented in the following week's program.

#### THEME 3

### **Shaped by Meaningful Engagement with Families** and Community Our diary supports meaningful engagement with families and the community by encouraging family input every week to embed in your program. Its design allows your program to be displayed for families so they can provide input and feedback on their children's learning. A diversity dates calendar and weekly column is included so you are prompted to embed community and cultural events and learning into your program.

# ORDER YOUR DIARY <u>WWW.BUTLERDIARIES.COM</u>

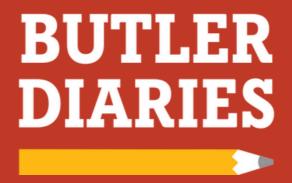
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#### Information sourced from:

ACECQA - <u>About Exceeding</u> ACECAQ - <u>National Quality Standard</u> Australian Government - <u>Developmental milestones and the EYLF and NQS</u> Australian Government - <u>The Early Years Learning Framework for Australia</u> Australian Government - <u>My Time, Our Place</u> Queensland Curriculum & Assessment Authority - <u>Queensland Kindergarten Learning Guideline</u>

#### 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.