

BUTLER DIARIES



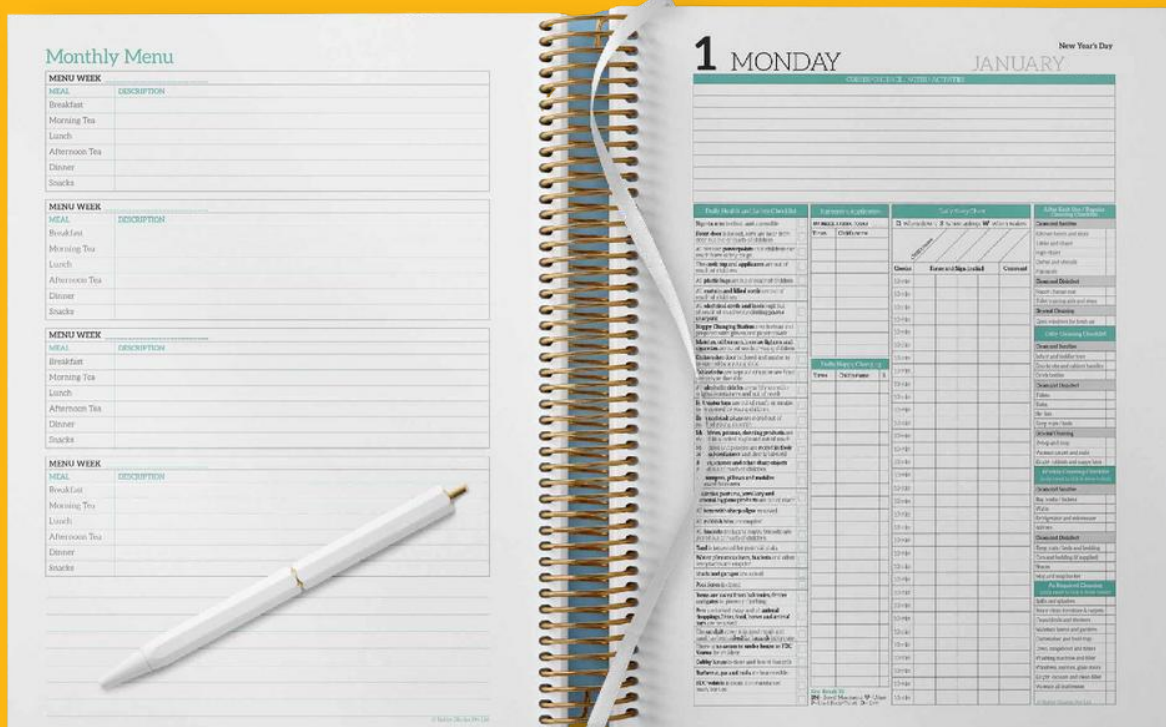
COMPLIANCE INFORMATION

Look inside the

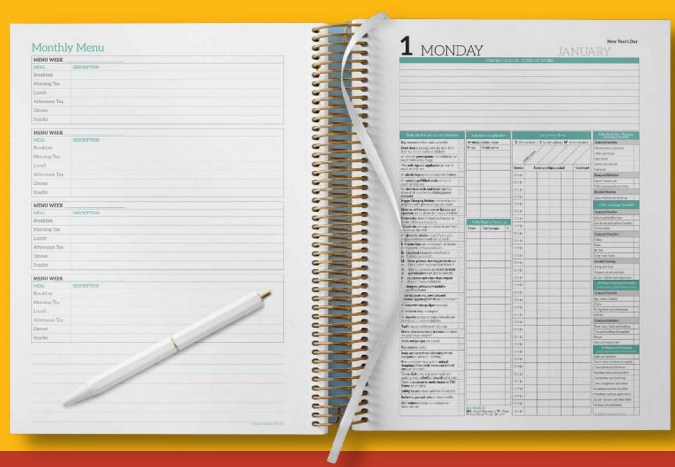
FAMILY DAY CARE COMPLIANCE DIARY

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



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"/>

SAMPLE

THE FAMILY DAY CARE COMPLIANCE DIARY

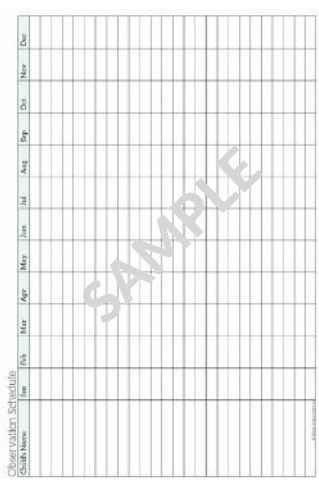


A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



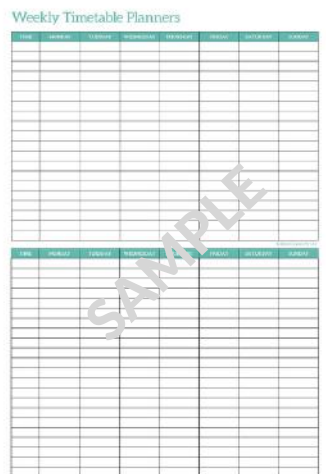
LINKING EYLF AND QKLG



OBSERVATION SCHEDULE



IMMUNISATION AND ACTION PLAN RECORDS



WEEKLY TIMETABLE PLANNERS



COMPLIANCE CHECKS



TERM PLANNING OVERVIEW



EMERGENCY DRILL RECORDS



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



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



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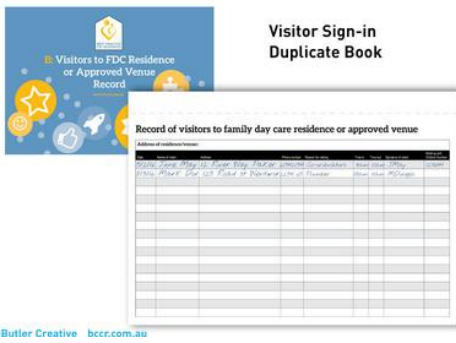
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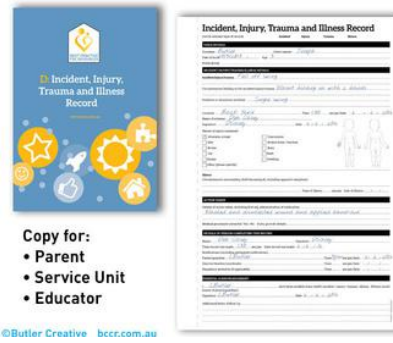


[VIEW THE FULL CHILDCARE COLLECTION](#)

DUPLICATE BOOKS TO SUPPORT YOUR SERVICE



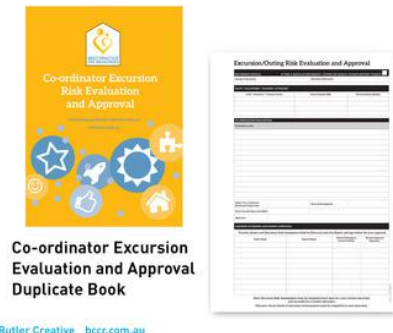
VISITOR SIGN-IN



INCIDENT, INJURY, TRAUMA, AND ILLNESS RECORDS



HOME VISIT REPORT



EXCURSION APPROVAL



TRANSPORTATION LOG



ATTENDANCE SIGN-IN

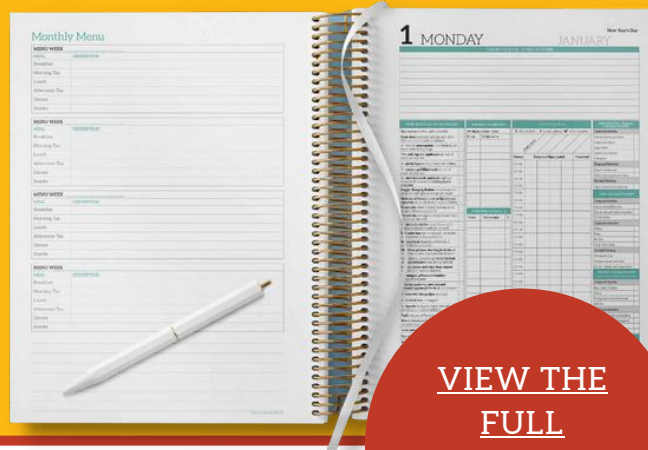


ADMINISTRATION OF MEDICATION



INDIVIDUAL OBSERVATIONS

THE FAMILY DAY CARE COMPLIANCE DIARY



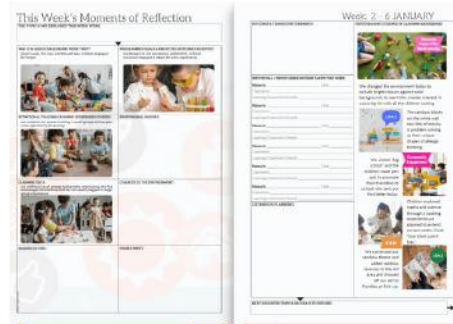
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RESOURCES TO SUPPORT YOUR PROGRAM



SPECIAL INTEREST CALENDARS

PROGRAMMING AND REFLECTION



JOURNALS & WORKBOOKS



AND MORE



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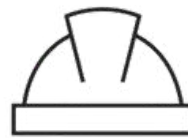
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CHILDCARE



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TRADIES

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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.