

COMPLIANCE INFORMATION

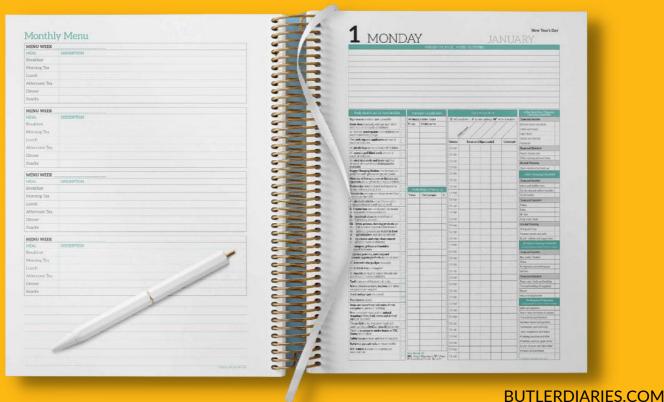
Look inside the

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.







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.





Family day $\sqrt{\ }$ 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



1 MONDAY

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Daily Health and Safety Checklist		Suns	creen Applicatio	n			Daily S	Sleep Chart		After Each Use / Regi Cleaning Checklis	ular t
n-in area is clean and accessible		UV INDEX	RATING TODAY		D when	down	, S wh	en asleep, W	when wakes	Clean and Sanitise	
ont door is locked, keys are near front		Times	Child's name			(19) (8)	/	//	///	Kitchen bench and sinks	
or but out of reach of children unused powerpoints that children can						is partie				Tables and chairs	-
ch have safety plugs					Chil	/		//		High chairs Dishes and utensils	+
e cook top and appliances are out of ch of children					Checks		mes and	Sign (initial)	Comment	Placemats	
plastic bags are out of reach of children					10 min					Clean and Disinfect	100
curtain and blind cords are out of ch of children					10 min					Nappy change mat	
electrical cords and leads kept out					10 min					Toilet training aids and steps	
each of children (including phone rgers)	4				10 min					General Cleaning Open windows for fresh air	T
ppy Changing Station area is clean and					10 min						WIDS:
pared with gloves and paper towels tches, oil burners, incense, lighters and					10 min	4				Daily Cleaning Chec	Kilst
arettes are out of reach of young children hwasher door is closed and unable to	닉				223/31/21/2/V					Clean and Sanitise Infant and toddler toys	_
opened by a young child		Daily	/ Nappy Changin	g	10 min					Doorknobs and cabinet hand	iles
electors are kept out of use or are fitted urely to the table		Times	Child's name	R	10 min					Drink bottles	
alcoholic drinks are safely stored in	Ħ				10 min					Clean and Disinfect	-
ginal containers and out of reach t water taps are out of reach, or unable					10 min					Toilets	+
be opened by young children	Ц			T	10 min					Sinks Bin lids	-
th and sink plugs are stored out of ich of young children					10 min					Sleep mats / beds	
edicines, poisons, cleaning products are ored in a locked cupboard out of reach					10 min					General Cleaning	
dicines and poisons are stored in their				H	10 min					Sweep and mop	+
ginal containers and clearly labelled cors, scissors and other sharp objects					10 min		11			Vacuum carpet and mats Empty rubbish and nappy bi	ins
red out of reach of children	7				10 min	-			1	Weekly Cleaning Che	ALC: UNIVERSITY OF
bumpers, pillows and mobiles noved from cots						-				(only need to tick if done	today)
letries, perfume, jewellery and					10 min					Clean and Sanitise Bag hooks / lockers	
sonal hygiene products are out of reach toys with sharp edges removed	=				10 min					Walls	
rubbish bins are emptied					10 min					Refrigerator and microwave	
buckets (including nappy buckets) are	Ħ				10 min					All toys	
red out of reach of children d is inspected for potential risks	H				10 min					Clean and Disinfect	
ter play containers, buckets and other	버				10 min					Sleep mats / beds and beddir Cots and bedding (if supplied	-
eptacles are emptied	긔				10 min					Broom	
ds and garages are locked	4				10 min					Mop and mop bucket	
l fence is closed ns are away from balconies, fences	긤			Т	10 min					As Required Cleani (only need to tick if done	
gates to prevent climbing				\vdash	10 min	- 2				Spills and splashes	
s are locked away and all animal ppings, litter, food, bones and animal					10 min				-	Steam clean furniture & carp	pets
s are removed				\vdash		-			+	Clean blinds and shutters Maintain lawns and gardens	
sandpit cover is in good repair and d has been raked for hazards before use				\vdash	10 min				-	Dishwasher and food trap	
ere is no access to under house or FDC nue for children				H	10 min					Oven, rangehood and filters	
by house is clean and free of hazards					10 min					Washing machine and filter	
pecue, gas and tools are inaccessible					10 min					Windows, mirrors, glass doo Empty vacuum and clean fil	
C vehicle is clean and maintained by for use		17	L VDI		10 min					Vacuum all mattresses	
to grant and address.	Ħ	Key: Resu BM - Bow	lt (R) el Movement U - Ur	rine	10 min					di Parita Picco de la Cal	

NOTES FOR JANUARY

LOOK INSIDE

	Monthly Checklist	
	Telephone or other means of communication is working	
		-
	Current list of emergency numbers is displayed	L
	Smoke detectors are in good working order	
	\boldsymbol{First} aid \boldsymbol{kit} is well stocked and easy for an adult to reach but out of reach of children	
	Fire blanket or fire xtinguisher is in easy reach of the educator, but out of reach of children	
	All furniture that a child could climb and fall 15 metres from is removed, securely fixed or guarded	
	Bean bags are stored in an area out of reach of children	
	Any objects that could trap a child's head, legs or arms are removed or out of reach of children	
1	Change tables are located away from overhanging blind and curtain cords	
	Expiry dates on all packaging are to be checked, each month. If expired, please remove and replace.	Г
-	if expired, piease remove and replace.	F
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LOOK INSIDE

EACH MONTH



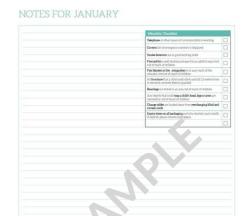
DAILY RECORDS FOR 7 DAYS



MONTHLY MENU



MONTH AT A GLANCE



MONTHLY, NOTES & CHECKLIST





LOOK INSIDE

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WHAT'S IN THE FRONT PAGES?

IMPORTANT
INFORMATION
SUMMARY

SUPPLIER DETAILS

PROJECTED YEARLY BOOKINGS







SUMMARY OF NQS



SUMMARY OF EYLF V2.0



SUMMARY OF MTOP V2.0



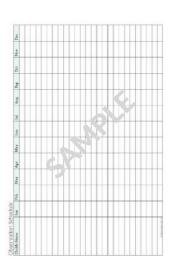


LOOK INSIDE

FRONT PAGES







OBSERVATION SCHEDULE



IMMUNISATION AND ACTION PLAN RECORDS



WEEKLY TIMETABLE PLANNERS



COMPLIANCE CHECKS



TERM
PLANNING
OVERVIEW



EMERGENCY DRILL RECORDS



IMPROVEMENT GOALS AND PROFESSIONAL DEVELOPMENT





LOOK INSIDE FRONT PAGES



POLICY REVIEW AND FAMILY / COMMUNITY INVOLVEMENT



YEAR PLANNER



INCIDENT, INJURY, TRAUMA, AND ILLNESS RECORDS



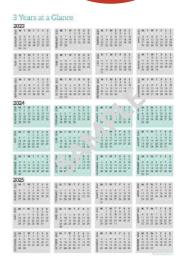
SCHOOL TERMS AND PUBLIC HOLIDAYS



SPECIAL DATES CALENDAR



RECORDS LIST AND YEARLY CHECKLIST



3 YEARS AT A GLANCE





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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







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





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





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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

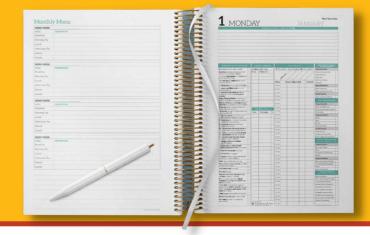
- Supports you in implementing management systems to manage risk and enable effective management through accurate and complete recordkeeping on health and safety practices (QA7.1.2)
- Supports you in ensuring **roles and responsibilities** are clearly defined with checklists and record prompts (**QA7.1.3**)
- 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.



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







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



RESOURCES TO SUPPORT YOUR PROGRAM





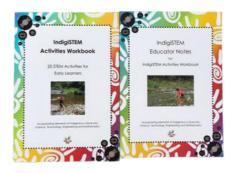
SPECIAL INTEREST CALENDARS

PROGRAMMING AND REFLECTION









JOURNALS & WORKBOOKS

AND MORE









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Information sourced from:

ACECQA - About Exceeding

ACECAQ - National Quality Standard

Australian Government - <u>Developmental milestones and the EYLF and NQS</u>

 ${\bf Australian\ Government\ -\ \underline{The\ Early\ Years\ Learning\ Framework\ for\ Australia}}$

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.