

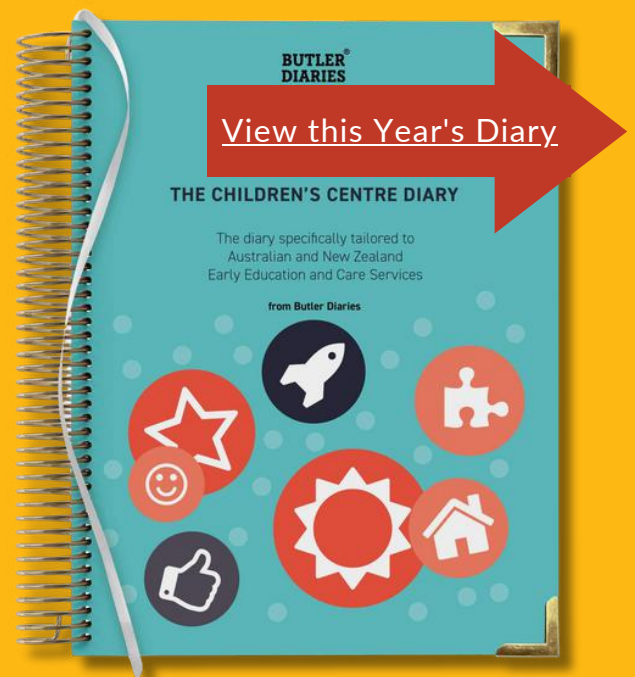


Look inside the

## CHILDREN'S 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 CHILDREN'S 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

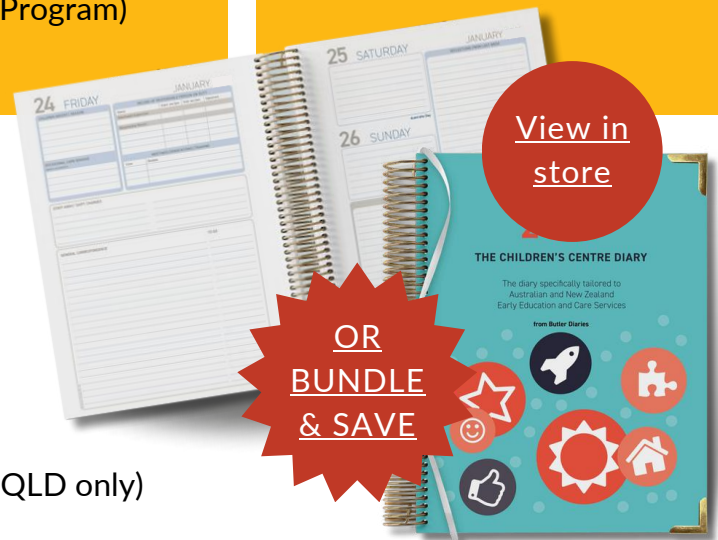
- Long Day Care
- OSHC / Occasional Care
- Preschool
- Kindergarten (incl. QLD Kindergarten Program)

## 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 CHILDREN'S CENTRE DIARY



**A4 HARD COVER WITH SPIRAL BINDING**

**LOOK INSIDE EACH MONTH**

**1 WEDNESDAY** New Year's Day  
JANUARY

CHILDREN ABSENT / REASON	RECORD OF RESPONSIBLE PERSON ON DUTY		
	Name	Start: am/pm	End: am/pm
OCCASIONAL CARE BOOKED (where available)	Responsible Person	Signature	
	Time	Booked	

STAFF AWAY / SHIFT CHANGES

GENERAL CORRESPONDENCE

TO DO

**DAILY RECORDS**

**4 SATURDAY** JANUARY

REFLECTIONS FROM LAST WEEK

**5 SUNDAY**

GOALS

NEXT

**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

**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.

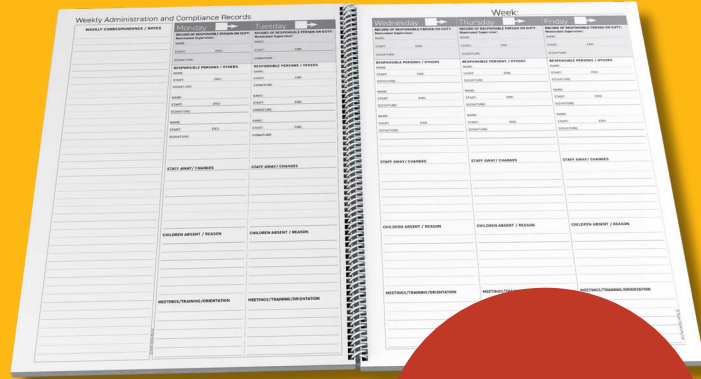






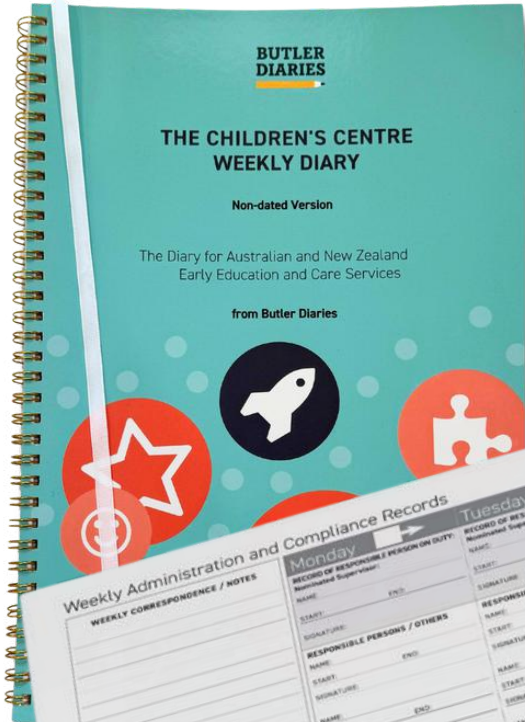


# THE WEEKLY CHILDREN'S CENTRE DIARY



WEEKLY  
VERSION  
AVAILABLE

## WEEKLY CHILDREN'S CENTRE DIARY WEEKLY ADMINISTRATION AND COMPLIANCE RECORDS



[VIEW IN STORE](#)



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

# THE CHILDREN'S 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 CHILDREN'S 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 CHILDREN'S 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 CHILDREN'S CENTRE DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

##### **Embedded in Service Operations**

Our Children's 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](http://WWW.BUTLERDIARIES.COM)



1

2

3

4

5

6

7

# BUTLER DIARIES



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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.