

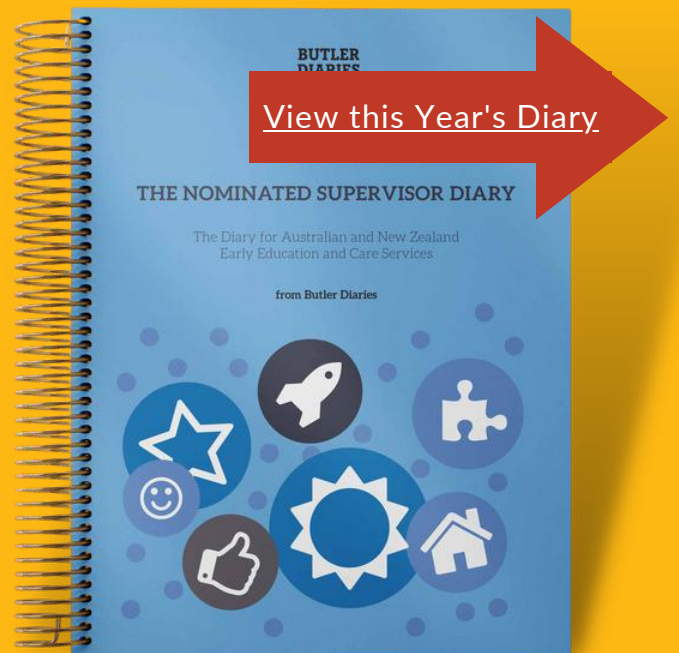


Look inside the

## NOMINATED SUPERVISOR 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 NOMINATED SUPERVISOR 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 ✓



Family day care services ✓



School aged children ✓



Birth to five ✓

## THIS DIARY IS FOR

- Directors
- Nominated Supervisors
- Persons in Management and Control

## WORKING IN

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

## IN

- Australia (all States)

## DESIGNED TO BE USED WITH:

- Exceeding Guidance for the NQS: Evidence Summary (all States)
- Educational Leader Diary (all States)
- Childcare Centre 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

# 1 MONDAY

## JANUARY

LOOK  
INSIDE

MEETINGS / TRAINING / TIMESHEETS


**COMMUNITY AND FAMILIES:**


<b>NOTES:</b>	<b>TO DO:</b>

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

# 6 SATURDAY

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# JANUARY



WEEKLY CHECKLIST	
<b>QA1 - Educational Programs and Practices:</b>	
Approved Learning Framework guided the development of the program	<input type="checkbox"/>
Program was developed to contribute to each child's learning and development outcomes and was designed to take into account the individual differences of each child	<input type="checkbox"/>
<b>QA2 - Children's Health and Safety:</b>	
Precautions taken to protect children from harm or hazards	<input type="checkbox"/>
Health, hygiene and safe food practices followed	<input type="checkbox"/>
Healthy food and water was available with weekly menu displayed	<input type="checkbox"/>
Sleep and rest needs met	<input type="checkbox"/>
There was a safe environment, free from tobacco, drugs and alcohol, and children could not access dangerous items	<input type="checkbox"/>
Administration of medications were recorded	<input type="checkbox"/>
Children did not leave the service area except when authorised	<input type="checkbox"/>
Procedures for excursions were in place, including authorisations and risk assessments	<input type="checkbox"/>
Educators were supervising children effectively	<input type="checkbox"/>
<b>QA4 - Staffing Arrangements:</b>	
Educator to child ratio was maintained and only educators working directly with children were included in the ratio and those educators held or were actively working towards the required qualifications	<input type="checkbox"/>
Requirements for presence of early childhood teachers were met	<input type="checkbox"/>
The name of the Nominated Supervisor must be displayed in a place where it is clearly visible to anyone from the main entrance to the premises	<input type="checkbox"/>
<b>QA5 - Relationships with Children:</b>	
Inappropriate discipline was not used	<input type="checkbox"/>
<b>QA6 - Collaborative Partnerships with Families and Communities:</b>	
Access provided to the service for parents	<input type="checkbox"/>
Inappropriate persons excluded from service	<input type="checkbox"/>

# 7 SUNDAY

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PERSONAL LEADERSHIP REFLECTIONS ON THE WEEK:

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PERSONAL LEADERSHIP GOALS FOR NEXT WEEK:

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# THE NOMINATED SUPERVISOR DIARY



**A4 HARD COVER WITH SPIRAL BINDING**

**LOOK INSIDE EACH MONTH**

**1 MONDAY** New Year's Day  
**JANUARY**  
 MEETINGS / TRAINING / TIMESHEETS

COMMUNITY AND FAMILIES

NOTES TO DO:

**DAILY RECORDS**

**6 SATURDAY** JANUARY

**7 SUNDAY**

**WEEKLY CHECKLIST**

**Q&A - Education Progress and Practice**

**Q&A - Children's Health and Safety**

**Q&A - Staffing Arrangements**

PERSONAL LEADERSHIP REFLECTIONS ON THE WEEK

PERSONAL LEADERSHIP GOALS FOR NEXT WEEK:

**WEEKLY GOAL SETTING, REFLECTIONS & QA CHECKLIST**

**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**

Attendance/Agenda/Minutes

**MONTHLY MEETING NOTES**

**Monthly Professional Goals**

Goal we want to achieve

Reason for setting goal

Strategies implemented

Progress notes

Reflection/Outcome

**MONTHLY PROFESSIONAL GOALS**

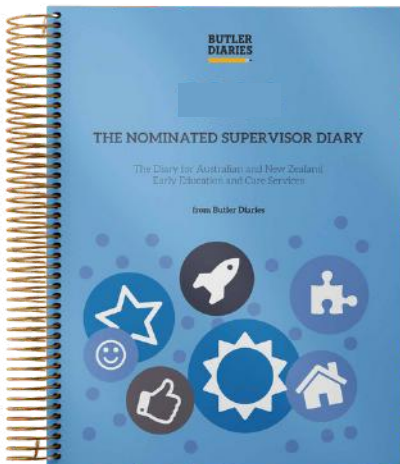
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# THE NOMINATED SUPERVISOR DIARY



A4 HARD COVER WITH SPIRAL BINDING

## LOOK INSIDE FRONT PAGES



### WHAT'S IN THE FRONT PAGES?

#### IMPORTANT INFORMATION

THIS DIARY BELONGS TO:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 ID: \_\_\_\_\_ Phone: \_\_\_\_\_

COMPANY / SERVICE:

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 PO Box: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Business Hours: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_  
 Manager Phone: \_\_\_\_\_  
 Manager Email: \_\_\_\_\_

EMPLOYER DETAILS:

Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

PURNICIAL RECORD:

Car Registration: \_\_\_\_\_  
 Vehicle: \_\_\_\_\_  
 Registration: \_\_\_\_\_  
 Insurances: \_\_\_\_\_  
 Address: \_\_\_\_\_

LODGING:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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AUSTRALIA EMERGENCY CALL 000 FIRE - POLICE - AMBULANCE  
 NEW ZEALAND EMERGENCY CALL 111 FIRE - POLICE - AMBULANCE  
 Check your local diary online at [www.butlerdiaries.com](http://www.butlerdiaries.com)

### IMPORTANT INFORMATION SUMMARY

#### Contacts

Name	Phone	Mobile

### CONTACT PAGE

#### EDUCATORS

EDUCATOR	PHONE	MOBILE	DATE	TIME	STATUS	INITIALS

### EDUCATOR AVAILABILITY RECORD

#### SERVICE PHILOSOPHY

*(Review the following pages to ensure you are prepared to meet the needs of your own service with an approved philosophy)*

Philosophy	Developed	Approved	Reviewed	Approved	Reviewed

### PHILOSOPHY REVIEW RECORD

#### POLICY REVIEW

Name	Policy	Last Review	Next Review

### POLICY REVIEW RECORD

#### Immunisation Register

Child Name	Vaccine	Date	Notes

### IMMUNISATION REGISTER

#### Action: plans for anaphylaxis and allergic reactions

CHILD'S NAME	Action/Plan Description	Date prepared	Updated	Version

### ACTION PLAN RECORD

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

# THE NOMINATED SUPERVISOR DIARY



A4 HARD COVER WITH SPIRAL BINDING

## LOOK INSIDE FRONT PAGES

### NOMINATED SUPERVISORS

The Nominated Supervisor (NS) is responsible for the day-to-day management of the centre and is the primary point of contact for the community. The NS is responsible for the overall operation of the centre and is the primary point of contact for the community.

**Responsibilities**

- Establish and maintain a safe and secure environment for children and staff.
- Ensure the centre is compliant with all relevant legislation and standards.
- Manage the centre's budget and ensure the centre is financially sustainable.
- Recruit, manage and develop staff to ensure the centre is staffed appropriately.
- Provide a high quality early childhood education and care program for children.
- Engage with the community and promote the centre's services.
- Ensure the centre is a safe and secure environment for children and staff.

### Revised National Quality Standard (from 1 Feb 2023)

The National Quality Standard (NQS) is a set of 65 statements that describe the quality of early childhood education and care services. It is organized into 5 domains:

- 1. Educational Program and Practice**
- 2. Children's Health and Safety**
- 3. Staff Qualifications and Development**
- 4. Governance and Management**
- 5. Community Participation**

The NQS is used to assess the quality of early childhood education and care services and is a key component of the Quality Improvement Process (QIP).

### PROFESSIONAL DEVELOPMENT SUMMARY

This summary provides an overview of the professional development activities undertaken by the Nominated Supervisor (NS) during the reporting period. It includes details on the number of hours spent on various activities and the impact of these activities on the center's operations.

Activity	Hours	Impact
Professional Development Activities	120	Enhanced staff skills and knowledge, improved center operations.
Leadership Development	80	Improved leadership skills, enhanced communication with staff and community.
Quality Improvement Process (QIP)	100	Identified areas for improvement, implemented changes to enhance center quality.

### Elements of the Early Years Learning Framework V2

The Early Years Learning Framework (EYLF) V2 is a framework for early childhood education and care. It is based on five interconnected elements:

- Belonging:** Children belong in early childhood education and care settings.
- Being:** Children are active and engaged in their learning.
- Learning:** Children learn through play and exploration.
- Wellbeing:** Children's physical and mental health and wellbeing are supported.
- Identity:** Children's cultural identity and sense of self are supported.

The EYLF V2 is used to guide the development of the center's curriculum and to inform the assessment and reporting process.

## NOMINATED SUPERVISOR RESPONSIBILITIES

## SUMMARY OF NQS

## PROFESSIONAL DEVELOPMENT SUMMARY

## SUMMARY OF EYLF V2.0 FRAMEWORK

### My Role, Our Place Framework for School Age Care Learning Outcomes Y2P

This framework outlines the learning outcomes for school age care services. It is designed to ensure that children receive a high quality early childhood education and care program that is tailored to their needs and interests.

**Learning Outcomes**

- Children and young people develop a sense of belonging and connection to their community and environment.
- Children and young people develop a strong sense of identity and self.
- Children and young people develop a range of skills and knowledge that prepares them for life beyond school age care.
- Children and young people develop a strong sense of responsibility and respect for others.

**Implementation**

- Develop a curriculum that is tailored to the needs and interests of children and young people.
- Engage with the community and promote the center's services.
- Ensure the center is a safe and secure environment for children and young people.

### The relationship between EYLF learning outcomes and Queensland Kindergarten Learning and Development areas (Revised for 2019)

This diagram illustrates the relationship between the EYLF learning outcomes and the Queensland Kindergarten Learning and Development areas (QLK). It shows how the EYLF outcomes inform and guide the development of the QLK areas.

**QLK Areas:**

- IDENTITY:** Children have a strong sense of identity and self.
- COMMUNITY:** Children belong in their community and care settings.
- WELLBEING:** Children's physical and mental health and wellbeing are supported.
- ACTIVE LEARNING:** Children learn through play and exploration.
- CONNECTIONS:** Children develop positive relationships with others.
- TRANSITION:** Children are prepared for the transition to school.

### STAFFING AND REPORTING REQUIREMENTS

This section provides information on the staffing and reporting requirements for early childhood education and care services. It includes details on the minimum staffing levels and the reporting requirements for the Quality Improvement Process (QIP).

**Staffing Requirements:**

- Minimum staffing levels: 1:4 for children under 3 years, 1:15 for children 3-5 years.
- Staff qualifications: All staff must have a relevant qualification in early childhood education and care.
- Staff development: All staff must participate in ongoing professional development activities.

**Reporting Requirements:**

- QIP reports: Services must submit a QIP report to the Queensland Government every 12 months.
- Financial reports: Services must submit financial reports to the Queensland Government every 12 months.

### 3 Years at a Glance

This calendar provides a visual overview of the year ahead, showing the dates for key events and activities. It is a useful tool for planning and organizing the center's operations.

Year	Month	Day	Event/Activity
2023	JANUARY	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday
	FEBRUARY	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday
	MARCH	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday
	APRIL	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday
	MAY	1	Monday
		2	Tuesday
		3	Wednesday
4		Thursday	
5		Friday	
6		Saturday	
7		Sunday	
JUNE	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
JULY	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
AUGUST	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
SEPTEMBER	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
OCTOBER	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
NOVEMBER	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
DECEMBER	1	Monday	
	2	Tuesday	
	3	Wednesday	
	4	Thursday	
	5	Friday	
	6	Saturday	
	7	Sunday	
2024	JANUARY	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday
2025	JANUARY	1	Monday
		2	Tuesday
		3	Wednesday
		4	Thursday
		5	Friday
		6	Saturday
		7	Sunday

## SUMMARY OF MTOP V2.0 FRAMEWORK

## LINKING EYLF AND QKL

## STAFF AND REPORTING REQUIREMENTS

## 3 YEARS AT A GLANCE

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

# THE NOMINATED SUPERVISOR DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### FRAMEWORKS

- Supports you in making decisions around **Approved Learning Frameworks** with overview pages.

### THEORETICAL LINKS

- By creating an **evidence record of each quality area**, you are supporting educators and your service in exceeding all quality areas. The National Quality Standards are built around evidence from theories of Early Childhood Development. With each area, you are applying top theories to guide your practice.
- 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 every day.

### DEVELOPMENTAL MILESTONES

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

- physical (QA 1, 2, 3, 5, 6),
- social (QA 1, 5, 6),
- emotional (QA 1, 2, 5, 6),
- cognitive (QA 1, 5),
- language (QA 1, 5, 6, 7), and
- seeking advice when needed (QA 1, 5, 6, 7).



### COVERS:

- EYLF
- MTOP
- QKLG
- Theorists
- Developmental Milestones
- NQS





# THE NOMINATED SUPERVISOR 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
- With **policy and philosophy review records**
- By assisting you in meeting your nominated supervisor responsibilities with a **responsibility overview and monthly professional goals**
- With a weekly **QA checklist**

#### QA1 Educational program and practice

- Supports implementation of **approved learning frameworks** with overview pages and references (**QA1.1.1**)

#### COVERS:

- 1.1.1 Approved Learning Framework

#### QA2 Children's health and safety

- Supports each child's health with **allergy and anaphylaxis action plan and immunisation records (QA2.1)**
- 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



# THE NOMINATED SUPERVISOR DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### NATIONAL QUALITY FRAMEWORK

#### QA4 Staffing arrangements

- Supports efforts to ensure **continuity of staff** with staff leave planner and educator availability planner (**QA4.1.2**)
- Supports collaboration and **staff learning from** one another with a record of professional development and monthly meeting record (**QA4.2.1**)
- Supports you in meeting **professional standards** on practice, interactions, and relationships with a policy and philosophy review record and QA checklist (**QA4.2.2**)

#### COVERS:

- 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 family/community record (**QA6.1.2**)
- Supports the service in **building relationships** and engaging with the community with a family/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 **guide your practices and service operations** by your service philosophy with service philosophy review records (**QA7.1.1**)
- Supports you in implementing **management systems** to ensure a quality service through policy review records, educator records, and allergy and anaphylaxis action plan records (**QA7.1.2**)
- Supports you in ensuring **roles and responsibilities** are understood with a nominated supervisor responsibility guide (**QA7.1.3**)
- Promotes **continuous improvement** with service review pages, monthly goals, and weekly reflections (**QA7.2.1**)
- Supports you in the development of a **professional team** with a professional development summary and meetings record (**QA7.2.3**)

#### COVERS:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems
- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement
- 7.2.3 Development of professionals

# THE NOMINATED SUPERVISOR DIARY



## HOW DOES OUR DIARY HELP WITH COMPLIANCE?

### EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

#### THEME 1

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

Our Nominated Supervisor 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 and monthly reflections and goal setting, and policy and philosophy 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 a daily correspondence record designed to keep inclusiveness and a **sense of belonging** for your service families a daily practice.

For Exceeding Guidance and an Evidence Summary for each Quality Area, use this Diary with the [Exceeding Guidance and Evidence Summary Booklet](#).

ORDER YOURS

[WWW.BUTLERDIARIES.COM](http://WWW.BUTLERDIARIES.COM)

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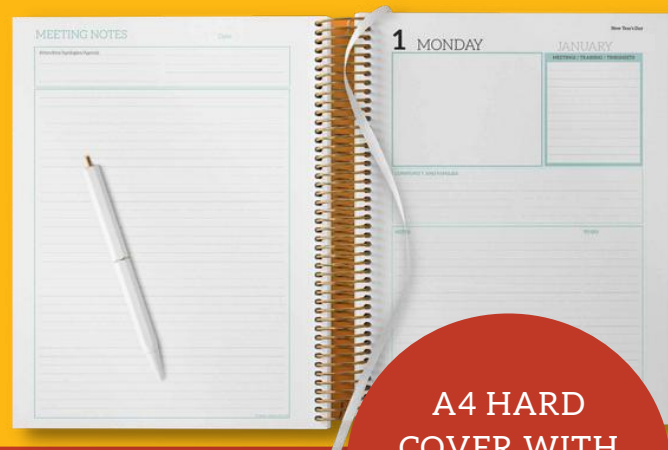
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# THE NOMINATED SUPERVISOR DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES

**School Terms and Public Holidays**

**Association State Schools Term Dates 2024**

Year	Start	End	Public Holiday
Year 1	19 Feb	13 Dec	19 Feb
Year 2	19 Feb	13 Dec	19 Feb
Year 3	19 Feb	13 Dec	19 Feb
Year 4	19 Feb	13 Dec	19 Feb
Year 5	19 Feb	13 Dec	19 Feb
Year 6	19 Feb	13 Dec	19 Feb

**Association K-6 State Public Holidays 2024**

Date	Holiday
19 Feb	Good Friday
20 Feb	Monday
21 Feb	Tuesday
22 Feb	Wednesday
23 Feb	Thursday
24 Feb	Friday
25 Feb	Saturday
26 Feb	Sunday
27 Feb	Monday
28 Feb	Tuesday
29 Feb	Wednesday
1 Mar	Thursday
2 Mar	Friday
3 Mar	Saturday
4 Mar	Sunday
5 Mar	Monday
6 Mar	Tuesday
7 Mar	Wednesday
8 Mar	Thursday
9 Mar	Friday
10 Mar	Saturday
11 Mar	Sunday
12 Mar	Monday
13 Mar	Tuesday
14 Mar	Wednesday
15 Mar	Thursday
16 Mar	Friday
17 Mar	Saturday
18 Mar	Sunday
19 Mar	Monday
20 Mar	Tuesday
21 Mar	Wednesday
22 Mar	Thursday
23 Mar	Friday
24 Mar	Saturday
25 Mar	Sunday
26 Mar	Monday
27 Mar	Tuesday
28 Mar	Wednesday
29 Mar	Thursday
30 Mar	Friday
31 Mar	Saturday

**Association K-6 State Public Holidays 2024 (continued)**

Date	Holiday
1 Apr	Sunday
2 Apr	Monday
3 Apr	Tuesday
4 Apr	Wednesday
5 Apr	Thursday
6 Apr	Friday
7 Apr	Saturday
8 Apr	Sunday
9 Apr	Monday
10 Apr	Tuesday
11 Apr	Wednesday
12 Apr	Thursday
13 Apr	Friday
14 Apr	Saturday
15 Apr	Sunday
16 Apr	Monday
17 Apr	Tuesday
18 Apr	Wednesday
19 Apr	Thursday
20 Apr	Friday
21 Apr	Saturday
22 Apr	Sunday
23 Apr	Monday
24 Apr	Tuesday
25 Apr	Wednesday
26 Apr	Thursday
27 Apr	Friday
28 Apr	Saturday
29 Apr	Sunday
30 Apr	Monday
1 May	Tuesday
2 May	Wednesday
3 May	Thursday
4 May	Friday
5 May	Saturday
6 May	Sunday
7 May	Monday
8 May	Tuesday
9 May	Wednesday
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11 May	Friday
12 May	Saturday
13 May	Sunday
14 May	Monday
15 May	Tuesday
16 May	Wednesday
17 May	Thursday
18 May	Friday
19 May	Saturday
20 May	Sunday
21 May	Monday
22 May	Tuesday
23 May	Wednesday
24 May	Thursday
25 May	Friday
26 May	Saturday
27 May	Sunday
28 May	Monday
29 May	Tuesday
30 May	Wednesday
31 May	Thursday

**Association K-6 State Public Holidays 2024 (continued)**

Date	Holiday
1 Jun	Friday
2 Jun	Saturday
3 Jun	Sunday
4 Jun	Monday
5 Jun	Tuesday
6 Jun	Wednesday
7 Jun	Thursday
8 Jun	Friday
9 Jun	Saturday
10 Jun	Sunday
11 Jun	Monday
12 Jun	Tuesday
13 Jun	Wednesday
14 Jun	Thursday
15 Jun	Friday
16 Jun	Saturday
17 Jun	Sunday
18 Jun	Monday
19 Jun	Tuesday
20 Jun	Wednesday
21 Jun	Thursday
22 Jun	Friday
23 Jun	Saturday
24 Jun	Sunday
25 Jun	Monday
26 Jun	Tuesday
27 Jun	Wednesday
28 Jun	Thursday
29 Jun	Friday
30 Jun	Saturday
1 Jul	Sunday

**TERM PLANNING OVERVIEW**

TERM 1	Starting	Ending	TERM 2	Starting	Ending
NA			NA		
NC			NC		
ND			ND		
NE			NE		
NF			NF		
NG			NG		
NH			NH		
NI			NI		
NJ			NJ		
NK			NK		
NL			NL		
NM			NM		
NO			NO		
NP			NP		
NQ			NQ		
NR			NR		
NS			NS		
NT			NT		
NU			NU		
NV			NV		
NW			NW		
NX			NX		
NY			NY		
NZ			NZ		

**2024 Year Planner**

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
MON 1						
TUE 2						
WED 3						
THU 4						
FRI 5						
SAT 6						
SUN 7						
MON 8						
TUE 9						
WED 10						
THU 11						
FRI 12						
SAT 13						
SUN 14						
MON 15						
TUE 16						
WED 17						
THU 18						
FRI 19						
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TUE 23						
WED 24						
THU 25						
FRI 26						
SAT 27						
SUN 28						
MON 29						
TUE 30						
WED 31						

	JAN	FEB	MAR	APR	MAY	JUN
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SCHOOL TERMS AND PUBLIC HOLIDAYS

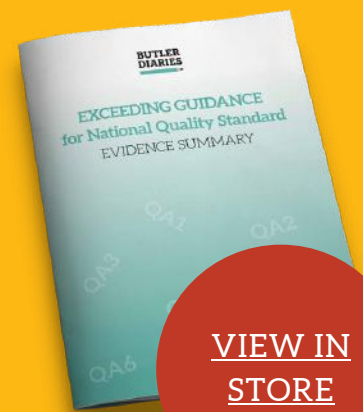
TERM PLANNING OVERVIEW

YEAR PLANNER



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

# EXCEEDING GUIDANCE FOR NATIONAL QUALITY STANDARD: EVIDENCE SUMMARY



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## EXCEEDING GUIDANCE AND EVIDENCE PAGES FOR NQS

The Exceeding Guidance for the National Quality Standard: Evidence Summary Booklet includes Guidance Pages on the three exceeding themes and Evidence Pages to capture details of the evidence you've collected and where it is kept.

**The Evidence Summary is the perfect Assessment and Rating Tool, keeping a detailed record of your compliance that can easily be shared with Assessors. It also strengthens the Quality Improvement Plan by highlighting areas requiring additional attention.**

As a separate booklet, it can be kept in the Staff Room so the entire team can contribute and be familiar with the exceeding themes and where the Service keeps evidence of each Standard and Element.



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**Information sourced from:**

ACECQA - [About Exceeding](#)

ACECQA - [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](#)

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