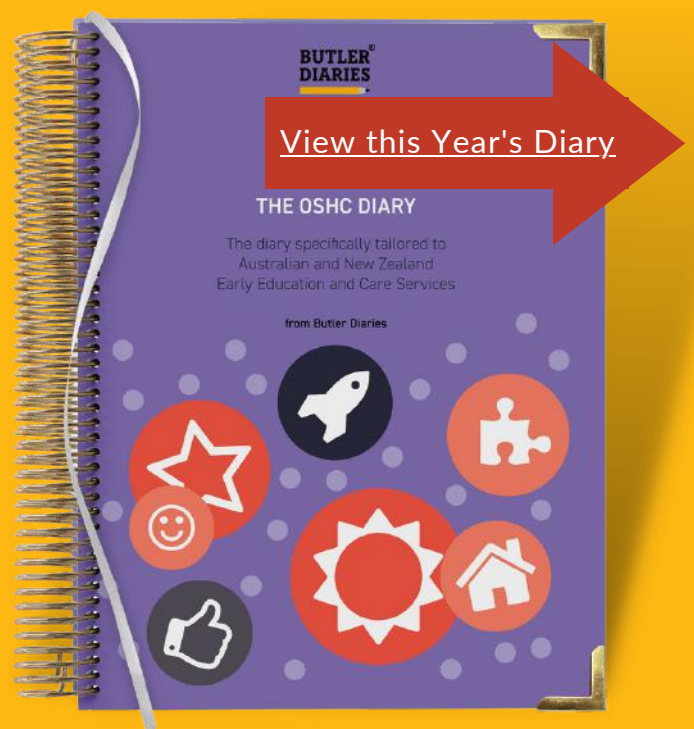


Look inside the OSHC DIARY

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 OSHC 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 ✓

THIS DIARY IS FOR

- Educators
- Room Leaders
- Teachers
- Educational Leaders
- Directors
- Nominated Supervisors

WORKING IN

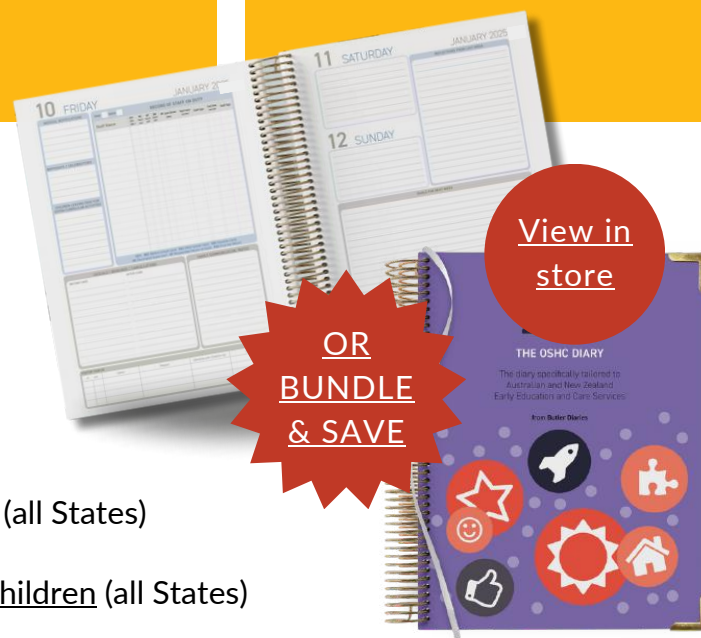
- OSHC
- Occasional Care
- Vacation Care
- BAS Care

IN

- Australia (all States)

DESIGNED TO BE USED WITH:

- Educational Leader Diary (all States)
- Nominated Supervisor Diary (all States)
- OSHC Weekly Programming and Reflection Diary (all States)
- Findings, Feelings, Fun! School Aged Journal for Children (all States)
- Individual Observations Duplicate Book EYLF/MTOP V2.0 (all States)



- ✓ LESS PAPERWORK
- ✓ ALL IN ONE PLACE
- ✓ EASY TO USE
- ✓ PROMPT AND INSPIRE

- ✓ EVIDENCE NQS
- ✓ REDUCE COMPLIANCE CONFUSION
- ✓ QUALITY IMPROVEMENT
- ✓ FAMILY OWNED

MEDICAL NOTIFICATIONS

BIRTHDAYS / CELEBRATIONS

CHILDREN LEAVING OSHC FOR EXTRA-CURRICULAR ACTIVITIES

TERM
 WEEK

RECORD OF STAFF ON DUTY

Staff Name	BSC ASC VAC?	NS <small>(tick if yes)</small>	RP <small>(tick if yes)</small>	FAO <small>(tick if yes)</small>	RP start/finish time	Start time <small>(am/pm)</small>	Staff Sign	End time <small>(am/pm)</small>	Staff Sign

KEY: BSC (Before School Care) ASC (After School Care) VAC (Vacation Care)

NS (Nominated Supervisor) RP (Responsible Person on Duty) FAO (First Aid Officer)

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VISITOR SIGN-IN					© Butler-Dianes Pty Ltd	
in	out	Name	Reason	Working with Children No.	Signature	

4 SATURDAY

JANUARY

LOOK
INSIDE

REFLECTIONS FROM LAST WEEK

5 SUNDAY

GOALS FOR NEXT WEEK

THE OSHC DIARY



A4 HARD
COVER WITH
SPIRAL
BINDING

**LOOK INSIDE
EACH MONTH**

[illegible]

DAILY RECORDS

4 SATURDAY

5 SUNDAY

JANUARY

REFLECTIONS FROM LAST WEEK

GOALS

NEXT

WEEKLY GOAL SETTING AND REFLECTIONS

January at a glance

View current calendar | View all calendars (view history)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		New Year's Day 1	Jan 4th 2	3	4	5
6	7 Robert's Day	8	9	10	11	12
13	14	15	16	17	18	19
20 Martin Luther King Jr.	21	22	23	24	25 New Year's Eve	26
27 Epiphany Three Kings Day	28	29	30	31		
32 Feast of St. John the Evangelist		Jan 1st New Year's Day				

MONTH AT A GLANCE

MONTHLY MEETING NOTES

MONTHLY GENERAL NOTES

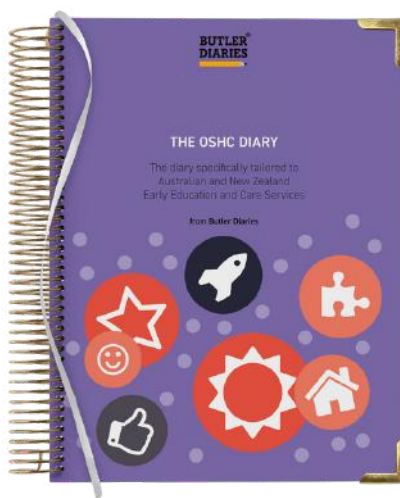
*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

THE OSHC DIARY



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SPIRAL
BINDING

LOOK INSIDE
FRONT PAGES



WHAT'S IN THE FRONT PAGES?

IMPORTANT INFORMATION

THEIR DETAILS TO:		THEIR DETAILS TO:	
Name:		Phone:	
E-mail:			
Emergency Contact:		Phone:	Mobile:
RICHARDS			
Name:			
Phone:	Mobile:	Ext:	
E-mail:			
PG No:			
To:			
Subject:			
Facsimile Page:	Number:		
Invoice ID:	Print ID:		
APPROVAL:	Signature:		
NAME / CONTRACTOR DETAILS			
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E-mail:			
South Africa / CA:			
Name:		Mobile:	
E-mail:			
South Africa / CA:			
Name:	Phone:	Mobile:	
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South Africa / CA:			
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url:	username/ps:	password:	
url:	username/ps:	password:	

AUSTRALIA EMERGENCY CALL 900 FIRE POLICE AMBULANCE

NEW ZEALAND EMERGENCY CALL 111 FIRE POLICE AMBULANCE

Before your next visit, stop at www.burundialters.com

IMPORTANT INFORMATION SUMMARY

CONTACTS

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PAGE

SUPPLIER DETAILS

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SUPPLIER
PAGE

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SUMMARY OF NQS

ELEMENTS OF THE FRAMEWORK FOR SCHOOL AGE CARE V2



MY TIME, OUR PLACE: FRAMEWORK FOR SCHOOL-LEVEL LEARNING OUTCOMES V2.0

[illegible]

SUMMARY OF MTOPT V2.0 FRAMEWORK

[illegible]

LINKING EYLF AND QKLG

3 YEARS AT A GLANCE

2024

2025

2026

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SAMPLE

3 YEARS AT A GLANCE

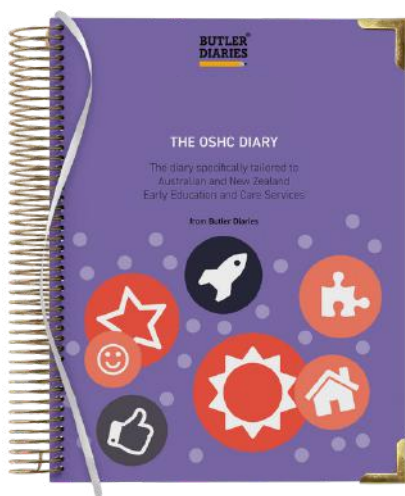
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THE OSHC DIARY



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LOOK INSIDE
FRONT PAGES



WHAT'S IN THE FRONT PAGES?



STAFFING AND REPORTING REQUIREMENTS

SPACE PLANNER



SPECIAL DATES CALENDAR

SCHOOL TERMS AND PUBLIC HOLIDAYS

Australian State Terms: Term Dates 2025

Western Australia

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

Queensland

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

South Australia

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

Victoria

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

New South Wales

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

Tasmania

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

Australian & State Public Holidays 2025

State	Public Holiday	Date
WA	Good Friday	15 Mar
WA	Easter Monday	18 Mar
WA	Labour Day	1 Sep
WA	Christmas Day	25 Dec
WA	Boxing Day	26 Dec
QLD	Good Friday	15 Mar
QLD	Easter Monday	18 Mar
QLD	Labour Day	1 Sep
QLD	Christmas Day	25 Dec
QLD	Boxing Day	26 Dec
SA	Good Friday	15 Mar
SA	Easter Monday	18 Mar
SA	Labour Day	1 Sep
SA	Christmas Day	25 Dec
SA	Boxing Day	26 Dec
VIC	Good Friday	15 Mar
VIC	Easter Monday	18 Mar
VIC	Labour Day	1 Sep
VIC	Christmas Day	25 Dec
VIC	Boxing Day	26 Dec
NSW	Good Friday	15 Mar
NSW	Easter Monday	18 Mar
NSW	Labour Day	1 Sep
NSW	Christmas Day	25 Dec
NSW	Boxing Day	26 Dec
TAS	Good Friday	15 Mar
TAS	Easter Monday	18 Mar
TAS	Labour Day	1 Sep
TAS	Christmas Day	25 Dec
TAS	Boxing Day	26 Dec

New Zealand Public & Anniversary Holidays 2025

Public Holiday	Date
Good Friday	15 Mar
Easter Monday	18 Mar
Labour Day	1 Sep
Christmas Day	25 Dec
Boxing Day	26 Dec

New Zealand State Terms: Term Dates 2025

Primary, Intermediate and Secondary Schools

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

University

Term	Start	End	Public Holiday
Term 1	1 Jan	10 Feb	Good Friday
Term 2	11 Feb	10 Mar	Good Friday
Term 3	11 Mar	10 Apr	Good Friday
Term 4	11 Apr	10 May	Good Friday

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SCHOOL TERMS AND PUBLIC HOLIDAYS

2025 YEAR PLANNER						
DATE	CALENDAR	REMARKS	MEETING	STUDY	HOPE	WISH
01/01						
01/02		1st Birthday		1		
01/03						
01/04		1st Anniversary (Wed)		3	1	
01/05						
01/06				4	2	
01/07						
01/08				5	3	
01/09						
01/10				6	4	
01/11						
01/12				7	5	1st Anniversary (Wed)
01/13						
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01/18				10	8	
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10/20				148	146	
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10/22				149	147	
10/23						
10/24				150	148	

YEAR PLANNER

TERM 1: STARTING		ENDING	TERM 2: STARTING		ENDING
Q1			Q1		
Q2			Q2		
Q3			Q3		
Q4			Q4		
Q5			Q5		
Q6			Q6		
Q7			Q7		
Q8			Q8		
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Q10			Q10		
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Q100			Q100		

TERM PLANNING OVERVIEW

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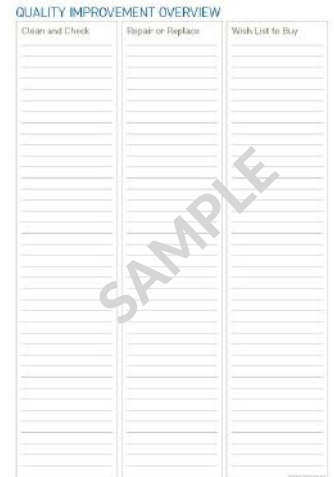
IMMUNISATION REGISTER

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

LOOK INSIDE FRONT PAGES



ACTION PLAN RECORD



QUALITY IMPROVEMENT OVERVIEW



**BUTLER
DIARIES**

THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

FRAMEWORKS

- Supports you in making decisions around **MTOP** and **QKLG** Frameworks with an overview page.

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 daily notes on occasions and 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 in providing environments that encourage physical, social, emotional, cognitive, and language development with a **QIP review on your environments**.



COVERS:

- Frameworks
- Theorists
- Developmental Milestones
- NQS



THE OSHC 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 staffing requirements overview page and a record of bookings, cancellations, and children leaving for extra-curricular activities (**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 OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK



QA4 Staffing arrangements

- Supports organisation of educators with **records of the staff and responsible persons** on duty (**QA4.1.1**)
- Supports efforts to ensure **continuity of staff** with staff leave planner and daily staff records (**QA4.1.2**)
- Supports collaboration and **staff learning** from one another with a record of professional development and meetings (**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 record (**QA6.1.2**)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar (**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 and weekly reflections (**QA7.2.1**)
- Supports you in the development of a **professional team** with a Professional Development summary and monthly meetings record (**QA7.2.3**)

COVERS:

- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement
- 7.2.3 Development of professionals



THE OSHC DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our OSHC 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** across all service operations 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 reflections, goal setting, and 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 a daily correspondence record. Our diversity dates calendar prompts inclusiveness and a **sense of belonging** for your service families.

ORDER YOUR DIARY
WWW.BUTLERDIARIES.COM



1

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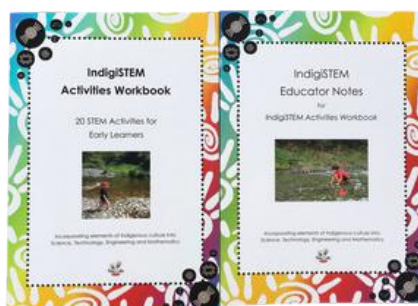
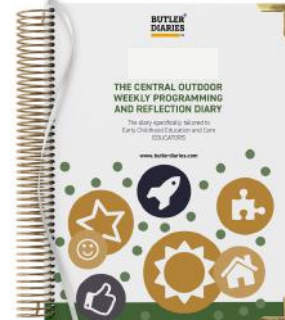
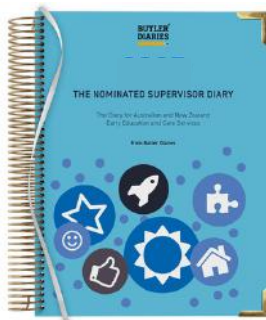
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Information sourced from:

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](#)

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