

COMPLIANCE INFORMATION

Look inside the

CHILDCARE COOK'S 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.

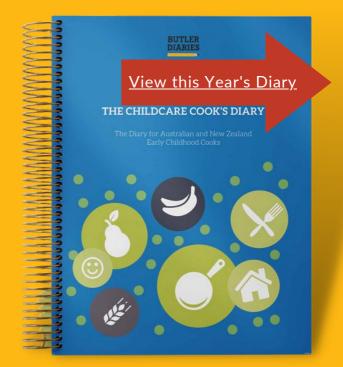


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This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches staff to be vigilant and takes the headache out of creating uniform compliance documentation.

BUTLER DIARIES



Centre-based 🗸





School aged children



THIS DIARY IS FOR

Cooks

WORKING IN

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

IN

• Australia (all States)

Food safety program checks	Yes/No	What was done and changed
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Food Safety Program acrossibility reflects the childrens service's food bandling activities		
Any updates to recipes, proceduates or process faster chart have been completed		
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Maintenance checks	Yes/No	What was done and changed
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Worn or damaged chopping boards are replaced		
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Staff training		
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Approved suppliers		
Approved negative list is up to date		
Comments/further action		

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1 MONDAY



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© Butler Diaries Pty Ltd



6 SATURDAY

JANUARY

WEEKLY CHECKLIST:Individual allergy management plans
for each child up to date:Nutritional goals met:Cooking activity with children:Handwashing basin has soap / paper
towel/ hand sanitiser available:No sign of pest activity:Chemicals stored safely:Food past its 'use-by' date thrown
away, and stock rotated:All equipment maintenance issues
dealt with:

ORDERS FOR NEXT WEEK:

7 SUNDAY





A4 HARD COVER WITH SPIRAL BINDING

SATURDAY

7 SUNDAY

LOOK INSIDE EACH MONTH







WEEKLY **CHECKLIST &** ORDER **PLANNING**



NOTES FOR JANUARY



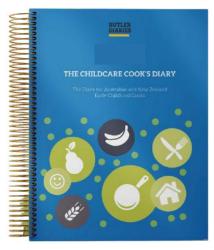
MONTHLY NOTES

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LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?



IMPORTANT INFORMATION SUMMARY

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SATURDAY

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A4 HARD COVER WITH SPIRAL

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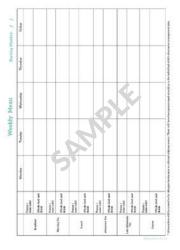
SUMMARY OF MTOP V2.0 FRAMEWORK

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LINKING EYLF AND QKLG



YEARLY AUDIT AND MAINTENANCE CHECKLIST



WEEKLY MENU TEMPLATE

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



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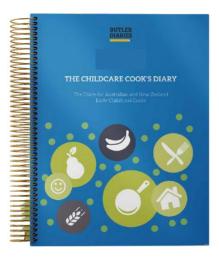
SATURDAY

7 SUNDAY

A4 HARD COVER WITH SPIRAL

BINDING

LOOK INSIDE FRONT PAGES





QIP GOALS AND

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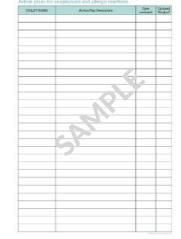
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SCHOOL TERMS AND PUBLIC HOLIDAYS



POLICY, COMMUNITY, AND MEETING NOTES



YEAR PLANNER

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

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HOW DOES OUR DIARY HELP WITH COMPLIANCE?

FRAMEWORKS

Principles

• **Partnerships** with families and **respect** for diversity are encouraged with correspondence and cultural consideration records.

Practice

• Intentional teaching and cultural responsiveness are encouraged with weekly children's involvement and cultural consideration records.

Learning Outcomes

- **Children's identity** is respected and supported with family correspondence, health records, children's involvement, and cultural consideration (LO1)
- Children's sense of wellbeing is being fostered with the inclusion of children in healthy cooking experiences (LO3)



COVERS:

- LO1: Children have a strong sense of identity
- LO3: Children have a strong sense of wellbeing



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HOW DOES OUR DIARY HELP WITH COMPLIANCE?

THEORETICAL LINKS

- Maslow's Hierarchy of needs states children's physiological and safety needs must be met before children can move up to love and belonging. Access to healthy food is vital to their movement up their hierarchy of needs.
- Dewey emphasised the importance of children's **cultural worlds**. Cultural celebration is supported by a cultural and special day calendar and cultural occasions record.
- Bronfenbrenner emphasised the importance of interactions between environmental factors on children's development. Interactions between parents and educators are encouraged with family correspondence records every day.

DEVELOPMENTAL MILESTONES

- By supporting the implementation of health and safety practices for Early Childhood Cooks, children's development is being supported.
- Healthy eating has been linked to children being more alert and interested in activities, thereby supporting their inclusion and active participation.
- Healthy foods provided at your service convey important messages to families and children and contribute significantly to their daily nutrition intake.





5 FRIDAY	JANUARY	SATURDAY	
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HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

Compliance under NQS

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DIARIES

• Supports general compliance with NQS through **Quality Improvement goals, QIP notes, and an internal audit.**

QA1 Educational program and practice Supports implementation of approved learning frameworks, child-centred opportunities, and intentional teaching with a special occasions (birthdays, cultural) planner, checklist for weekly cooking activities, overview pages, and diversity dates calendar (QA1.1.1, QA1.1.2, QA1.2.1) 	COVERS: • 1.1.1 Approved Learning Framework • 1.1.2 Child- centred • 1.2.1 Intentional teaching
 QA2 Children's health and safety Supports health practices, procedures and healthy eating with a weekly checklist for allergy management plans and nutritional goals (QA2.1.2, QA2.1.3). 	COVERS: • 2.1.3 Healthy lifestyle
QA3 Physical environment	COVERS: • 3.1.2 Upkeep
 Supports in the upkeep of equipment with weekly checklist and maintenance records (QA3.1.2) Supports engagement with sustainable practices with sustainability dates calendar (QA3.2.3) 	• 3.2.3 Environmentally responsible



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HOW DOES OUR DIARY HELP WITH COM

NATIONAL QUALITY FRAMEWORK

QA4 Staffing arrangements

- Supports collaboration and staff learning from one another with a record of professional development and service communication records (QA4.2.1)
- Supports guidance by professional standards (QA4.2.2)

QA5 Relationships with children

• Supports maintaining the **dignity and rights of every child** with consideration to their health and cultural needs (QA5.1.2)

QA6 Partnerships with families and community

- Supports the respect of families and encourages their input with a family correspondence record (QA6.1.2)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar and cultural planner (QA6.2.3)

QA7 Leadership and service management

- Supports you in managing risk through allergy and anaphylaxis action plan records, upkeep records, and checklists (QA7.1.2)
- Supports you in understanding your roles and responsibilities through weekly checklists and prompts (QA7.1.3)
- Supports you with continuous improvement through quality improvement goals and internal audits (QA7.2.1)

COVERS:

COVERS:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems



COVERS:

- COVERS:
- 5.1.2 Dignity and
 - rights of the child

• 6.1.2 Parent views

are respected

engagement

• 6.2.3 Community

4.2.1 Professional

4.2.2 Professional

collaboration

standards



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HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations Our Early Childhood Cook's Diary is designed to provide evidence on consistent and intentional practice embedded in service operations. This occurs through consistent records and weekly checklists addressing health, safety, engagement with children and ongoing professional development records.

THEME 3

Shaped by Meaningful Engagement with Families and/or the Community Our diary supports meaningful engagement with families and the community with daily family correspondence records, notes on special occasions, and weekly checklists on children's health and nutrition needs.



ORDER YOUR DIARY WWW.BUTLERDIARIES.COM

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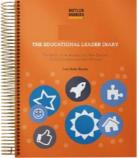
OTHER RESOURCES FOR YOUR SERVICE



DIARIES











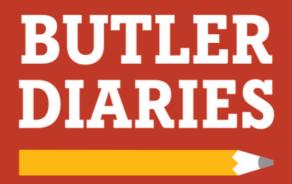


JOURNALS & **WORKBOOKS**









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BUTLER DIARIES TRADIES

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Information sourced from:

ACECQA - <u>About Exceeding</u> ACECAQ - <u>National Quality Standard</u> Australian Government - <u>Developmental milestones and the EYLF and NQS</u> Australian Government - <u>The Early Years Learning Framework for Australia</u> Australian Government - <u>My Time, Our Place</u> Queensland Curriculum & Assessment Authority - <u>Queensland Kindergarten Learning Guideline</u>

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.