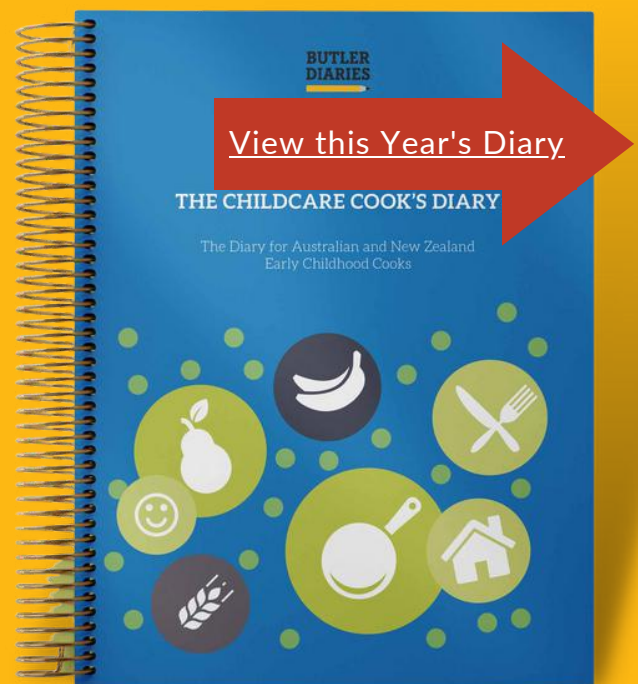




Look inside the **CHILDCARE COOK'S DIARY**

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.



THE CHILDCARE COOK'S 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

- Cooks

WORKING IN

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

IN

- Australia (all States)



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THE CHILDCARE COOK'S DIARY

The Diary for Australian and New Zealand Early Childhood Cooks



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

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



Today's Menu						
	Purees / semi-solid	No.	Whole food and drink	No.	Alternatives*	No.
Breakfast (time:)						
Morning Tea (time:)						
Lunch (time:)						
Afternoon Tea (time:)						
Late Afternoon Tea (time:)						
Dinner (time:)						

* for allergies / intolerance or cultural/religious

Family or Service Correspondence:

Add to Shopping List:

Deliveries Received Today:	Issues?	UBDs ok?
<hr/> <hr/> <hr/> <hr/>		

Out of Pocket Expenses:

Maintenance required:	Action taken:
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Special Occasions today:
(birthdays, cultural)

Fridge / Freezer Temps:
Appliance °C

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:
 -
 -

7 SUNDAY

ORDERS FOR NEXT WEEK:

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THE CHILDCARE COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE EACH MONTH

1 MONDAY JANUARY New Year's Day

Today's Menu					
	Portion / semi-solid	No.	Whole food and drink	No.	Alternative*
Breakfast:					
Morning Tea:					
Lunch:					
Afternoon Tea:					
Late Afternoon Tea:					
Dinner:					

*For allergies / intolerances or cultural/religious

Family or Service Correspondence: _____ Add to Shopping List: _____

Deliveries Received Today: _____ Issues? _____ UBDs? _____ Out of Pocket Expenses: _____

Maintenance required: _____ Action taken: _____ Special Occasions today: (birthdays, cultural) _____ Fridge / Freezer Temp: _____ Appliance _____ °C

DAILY RECORDS

6 SATURDAY JANUARY

7 SUNDAY

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 'best before' date:
- All equipment maintenance issues dealt with:

ORDERS FOR NEXT WEEK:

WEEKLY CHECKLIST & ORDER PLANNING

January at a glance

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
New Year's Day (1)	Day after New Year (2)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
Winter Day (22)	23	24	25	Annex Day (26)	27	28
Ice Melt Day (29)	30	31				

MONTH OVERVIEW

NOTES FOR JANUARY

Large lined area for monthly notes.

MONTHLY NOTES

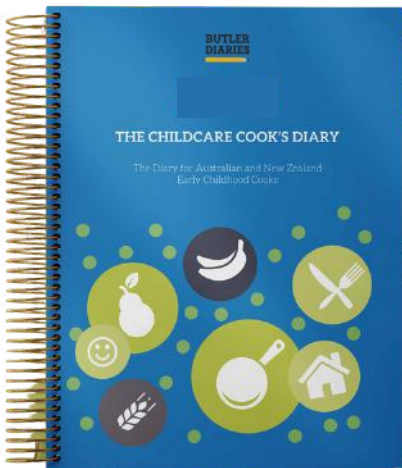
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THE CHILDCARE COOK'S DIARY



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: _____
 Daytime: _____
 Fax: _____
 Occupation: _____
 City: _____ State: _____ Zip: _____

COMPANY / SERVICE:

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Website: _____
 Daytime: _____
 Fax: _____
 Business Hours: _____

EMPLOYER DETAILS:

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Website: _____
 Daytime: _____
 Fax: _____
 Business Hours: _____

PERSONAL RECORD:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Website: _____
 Daytime: _____
 Fax: _____
 Business Hours: _____

LOTTOS:

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Website: _____
 Daytime: _____
 Fax: _____
 Business Hours: _____

EMERGENCY CONTACTS:

AUSTRALIA EMERGENCY CALL 000 FIRE, POLICE, AMBULANCE
 NEW ZEALAND EMERGENCY CALL 111 FIRE, POLICE, AMBULANCE

Check your local diary online at www.butlerdiaries.com

IMPORTANT INFORMATION SUMMARY

Supplier Details

Supplier Name	Phone	Mobile
ABC Supplier		
DEF Supplier		
GHI Supplier		
JKL Supplier		
MNO Supplier		
PQR Supplier		
STU Supplier		
VWX Supplier		
YZA Supplier		
BCD Supplier		
EFG Supplier		
HIJ Supplier		
KLM Supplier		
NOP Supplier		
QRS Supplier		
TUV Supplier		
WXY Supplier		
ZAB Supplier		
ABC Supplier		
DEF Supplier		
GHI Supplier		
JKL Supplier		
MNO Supplier		
PQR Supplier		
STU Supplier		
VWX Supplier		
YZA Supplier		
BCD Supplier		
EFG Supplier		
HIJ Supplier		
KLM Supplier		
NOP Supplier		
QRS Supplier		
TUV Supplier		
WXY Supplier		
ZAB Supplier		

SUPPLIER DETAILS

Elements of the Early Years Learning Framework V2

The diagram shows the relationship between the three domains: Belonging, Being and Becoming, and Learning and Development. The central focus is the 'Early Years Learning Outcomes (EYLF V2.0)'. The diagram is a triangle with 'BELONGING' at the top, 'BEING AND BECOMING' at the bottom left, and 'LEARNING AND DEVELOPMENT' at the bottom right. The center contains 'EARLY YEARS LEARNING OUTCOMES (EYLF V2.0)'. Below the diagram, there are sections for 'Learning, Being and Becoming: Early Years Learning Outcomes EYLF V2.0' and 'Learning and Development: Early Years Learning Outcomes EYLF V2.0'. Each section lists several outcomes and their descriptions.

SUMMARY OF EYLF V2.0 FRAMEWORK

My Time, Our Place Framework for School Age Care Learning Outcomes V2.0

OUTCOMES AND INDICATORS FOR SCHOOL AGE CARE LEARNING OUTCOMES V2.0

- Outcome 1: Children and young people have safe and supported environments.
- Outcome 2: Children and young people have a sense of belonging, connection, and agency.
- Outcome 3: Children and young people have a sense of wellbeing and resilience.
- Outcome 4: Children and young people have a sense of agency and participation.
- Outcome 5: Children and young people have a sense of agency and participation.
- Outcome 6: Children and young people have a sense of agency and participation.
- Outcome 7: Children and young people have a sense of agency and participation.
- Outcome 8: Children and young people have a sense of agency and participation.
- Outcome 9: Children and young people have a sense of agency and participation.
- Outcome 10: Children and young people have a sense of agency and participation.

Findings, Feelings, Fun, Food, and Friends for Children

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SUMMARY OF MTOP V2.0 FRAMEWORK

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

Learning and Development Area	EYLF Learning Outcome
1.1	1.1
1.2	1.2
1.3	1.3
1.4	1.4
1.5	1.5
1.6	1.6
1.7	1.7
1.8	1.8
1.9	1.9
1.10	1.10
1.11	1.11
1.12	1.12
1.13	1.13
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1.39	1.39
1.40	1.40
1.41	1.41
1.42	1.42
1.43	1.43
1.44	1.44
1.45	1.45
1.46	1.46
1.47	1.47
1.48	1.48
1.49	1.49
1.50	1.50

LINKING EYLF AND QKLG

12-monthly internal audit and maintenance checklist*

Item	Yes/No	What has been done/changed?
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		
1.8		
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1.46		
1.47		
1.48		
1.49		
1.50		

YEARLY AUDIT AND MAINTENANCE CHECKLIST

Weekly Menu

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Afternoon							
Evening							
Weekend							

WEEKLY MENU TEMPLATE

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

THE CHILDCARE COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



QUALITY IMPROVEMENT GOALS

Clean and Check

Repair or Replace

When List to Buy

Update Records

To Do List

PROFESSIONAL DEVELOPMENT SUMMARY

Year	Professional Development Hours	Completed	Remaining	Notes
2023				
2024				
2025				

Action plans for anaphylaxis and allergic reactions

CHILD NAME	Action/Procedures	Due	Updated

POLICY AND PROCEDURES REVIEW

COMMUNITY PARTNERSHIPS

MEETING NOTES

WHAT'S IN THE FRONT PAGES?

QIP GOALS AND PROFESSIONAL DEVELOPMENT

ACTION PLAN RECORD

POLICY, COMMUNITY, AND MEETING NOTES

3 Years at a Glance

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	1	2	3	4	5	6	7	8	9	10	11	12
2024	1	2	3	4	5	6	7	8	9	10	11	12
2025	1	2	3	4	5	6	7	8	9	10	11	12

Accrasms

Diary and Sustainability Calendar and Special Dates 2024

Date	Event
1 Jan	New Year
1 Feb	Shrove Tuesday
6 Feb	Australian Day
10 Feb	Good Friday
11 Feb	Good Friday
12 Feb	Good Friday
13 Feb	Good Friday
14 Feb	Good Friday
15 Feb	Good Friday
16 Feb	Good Friday
17 Feb	Good Friday
18 Feb	Good Friday
19 Feb	Good Friday
20 Feb	Good Friday
21 Feb	Good Friday
22 Feb	Good Friday
23 Feb	Good Friday
24 Feb	Good Friday
25 Feb	Good Friday
26 Feb	Good Friday
27 Feb	Good Friday
28 Feb	Good Friday
29 Feb	Good Friday
30 Feb	Good Friday
31 Feb	Good Friday

School Terms and Public Holidays

Assessment Cycle Schedule Term Dates 2024

Assessment & Exam Public Holidays 2024

Term	Start	End	Public Holiday
Term 1	15 Jan	15 Apr	15 Feb
Term 2	15 Apr	15 Jul	15 Jun
Term 3	15 Jul	15 Oct	15 Sep
Term 4	15 Oct	15 Dec	15 Nov

2024 Year Planner

Month	1	2	3	4	5	6	7	8	9	10	11	12
Jan	1	2	3	4	5	6	7	8	9	10	11	12
Feb	1	2	3	4	5	6	7	8	9	10	11	12
Mar	1	2	3	4	5	6	7	8	9	10	11	12
Apr	1	2	3	4	5	6	7	8	9	10	11	12
May	1	2	3	4	5	6	7	8	9	10	11	12
Jun	1	2	3	4	5	6	7	8	9	10	11	12
Jul	1	2	3	4	5	6	7	8	9	10	11	12
Aug	1	2	3	4	5	6	7	8	9	10	11	12
Sep	1	2	3	4	5	6	7	8	9	10	11	12
Oct	1	2	3	4	5	6	7	8	9	10	11	12
Nov	1	2	3	4	5	6	7	8	9	10	11	12
Dec	1	2	3	4	5	6	7	8	9	10	11	12

3 YEARS AT A GLANCE

SPECIAL DATES CALENDAR

SCHOOL TERMS AND PUBLIC HOLIDAYS

YEAR PLANNER

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

THE CHILDCARE COOK'S DIARY



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

THE CHILDCARE COOK'S DIARY



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**.



THE CHILDCARE COOK'S DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

Compliance under NQS

- 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

- 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**)

COVERS:

- 3.1.2 Upkeep
- 3.2.3 Environmentally responsible



THE CHILDCARE COOK'S DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

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**)

COVERS:

- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

QA5 Relationships with children

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

COVERS:

- 5.1.2 Dignity and rights of the child

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**)

COVERS:

- 6.1.2 Parent views are respected
- 6.2.3 Community engagement

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:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems



THE CHILDCARE COOK'S DIARY



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**.



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1

2

3

4

5

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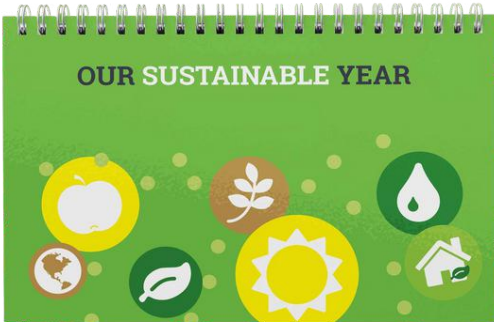
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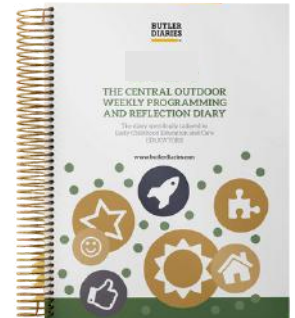
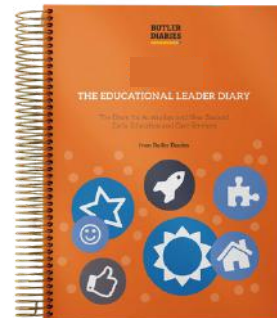
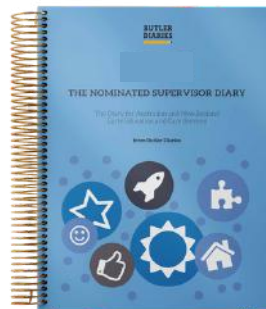
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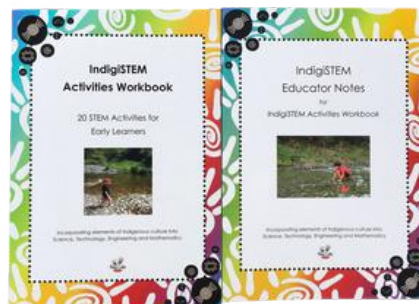


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Information sourced from:

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](#)

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.