

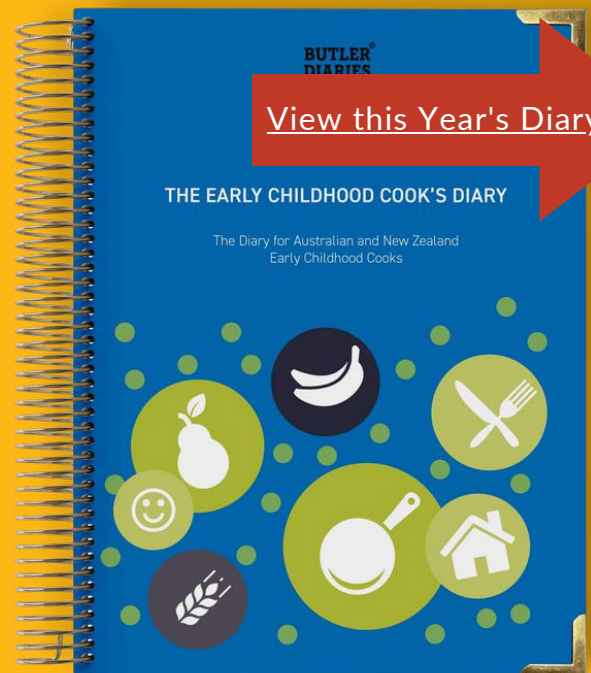


Look inside the

EARLY CHILDHOOD 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 EARLY CHILDHOOD 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)



- ✓ 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

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Family or Service Correspondence:

Add to Shopping List:

Deliveries Received Today:

Issues?

UBDs ok?

Out of Pocket Expenses:

Maintenance required:

Action taken:

Special Occasions today: (birthdays, cultural)

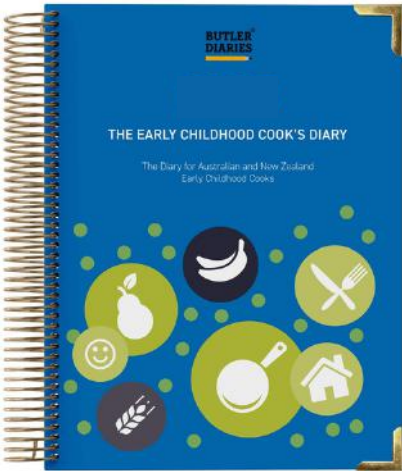
Fridge / Freezer Temps: Appliance °C

THE EARLY CHILDHOOD COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



SCHOOL TERMS AND PUBLIC HOLIDAYS

Australian State Schools Terms Dates 2025

State	Term 1	Term 2	Term 3	Term 4
ACT	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
NSW	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
NT	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
QLD	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
TAS	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
VIC	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May
WA	15 Jan - 10 Feb	10 Feb - 10 Mar	10 Mar - 10 Apr	10 Apr - 10 May

Australian Public & State Public Holidays 2025

State	Public Holiday	Date
ACT	Good Friday	11 Apr
ACT	Monday	12 Apr
ACT	Good Friday	11 Apr
ACT	Monday	12 Apr
NSW	Good Friday	11 Apr
NSW	Monday	12 Apr
NSW	Good Friday	11 Apr
NSW	Monday	12 Apr
NT	Good Friday	11 Apr
NT	Monday	12 Apr
NT	Good Friday	11 Apr
NT	Monday	12 Apr
QLD	Good Friday	11 Apr
QLD	Monday	12 Apr
QLD	Good Friday	11 Apr
QLD	Monday	12 Apr
TAS	Good Friday	11 Apr
TAS	Monday	12 Apr
TAS	Good Friday	11 Apr
TAS	Monday	12 Apr
VIC	Good Friday	11 Apr
VIC	Monday	12 Apr
VIC	Good Friday	11 Apr
VIC	Monday	12 Apr
WA	Good Friday	11 Apr
WA	Monday	12 Apr
WA	Good Friday	11 Apr
WA	Monday	12 Apr

New Zealand Public & Anniversary Holidays 2025

Public Holiday	Date
Good Friday	11 Apr
Monday	12 Apr
Good Friday	11 Apr
Monday	12 Apr

New Zealand State Schools Terms Dates 2025

Term	Start Date	End Date
Term 1	15 Jan	10 Feb
Term 2	10 Feb	10 Mar
Term 3	10 Mar	10 Apr
Term 4	10 Apr	10 May

TERM PLANNING OVERVIEW

TERM 1: STARTING	ENDING	TERM 2: STARTING	ENDING
15/1	10/2	10/2	10/3
15/2	10/3	10/3	10/4
15/3	10/4	10/4	10/5
15/4	10/5	10/5	10/6
15/5	10/6	10/6	10/7
15/6	10/7	10/7	10/8
15/7	10/8	10/8	10/9
15/8	10/9	10/9	10/10
15/9	10/10	10/10	10/11
15/10	10/11	10/11	10/12
15/11	10/12	10/12	10/13
15/12	10/13	10/13	10/14
15/13	10/14	10/14	10/15
15/14	10/15	10/15	10/16
15/15	10/16	10/16	10/17
15/16	10/17	10/17	10/18
15/17	10/18	10/18	10/19
15/18	10/19	10/19	10/20
15/19	10/20	10/20	10/21
15/20	10/21	10/21	10/22
15/21	10/22	10/22	10/23
15/22	10/23	10/23	10/24
15/23	10/24	10/24	10/25
15/24	10/25	10/25	10/26
15/25	10/26	10/26	10/27
15/26	10/27	10/27	10/28
15/27	10/28	10/28	10/29
15/28	10/29	10/29	10/30
15/29	10/30	10/30	10/31
15/30	10/31	10/31	11/1
15/31	11/1	11/1	11/2
15/32	11/2	11/2	11/3
15/33	11/3	11/3	11/4
15/34	11/4	11/4	11/5
15/35	11/5	11/5	11/6
15/36	11/6	11/6	11/7
15/37	11/7	11/7	11/8
15/38	11/8	11/8	11/9
15/39	11/9	11/9	11/10
15/40	11/10	11/10	11/11
15/41	11/11	11/11	11/12
15/42	11/12	11/12	11/13
15/43	11/13	11/13	11/14
15/44	11/14	11/14	11/15
15/45	11/15	11/15	11/16
15/46	11/16	11/16	11/17
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15/52	11/22	11/22	11/23
15/53	11/23	11/23	11/24
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15/56	11/26	11/26	11/27
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15/58	11/28	11/28	11/29
15/59	11/29	11/29	11/30
15/60	11/30	11/30	12/1
15/61	12/1	12/1	12/2
15/62	12/2	12/2	12/3
15/63	12/3	12/3	12/4
15/64	12/4	12/4	12/5
15/65	12/5	12/5	12/6
15/66	12/6	12/6	12/7
15/67	12/7	12/7	12/8
15/68	12/8	12/8	12/9
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15/74	12/14	12/14	12/15
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15/80	12/20	12/20	12/21
15/81	12/21	12/21	12/22
15/82	12/22	12/22	12/23
15/83	12/23	12/23	12/24
15/84	12/24	12/24	12/25
15/85	12/25	12/25	12/26
15/86	12/26	12/26	12/27
15/87	12/27	12/27	12/28
15/88	12/28	12/28	12/29
15/89	12/29	12/29	12/30
15/90	12/30	12/30	12/31

2025 YEAR PLANNER

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE						
JAN	1											
FEB		1										
MAR			1									
APR				1								
MAY					1							
JUN						1						
JUL							1					
AUG								1				
SEP									1			
OCT										1		
NOV											1	
DEC												1

WHAT'S IN THE FRONT PAGES?

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.

THE EARLY CHILDHOOD 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 EARLY CHILDHOOD 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 EARLY CHILDHOOD 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 EARLY CHILDHOOD 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 EARLY CHILDHOOD 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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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.