

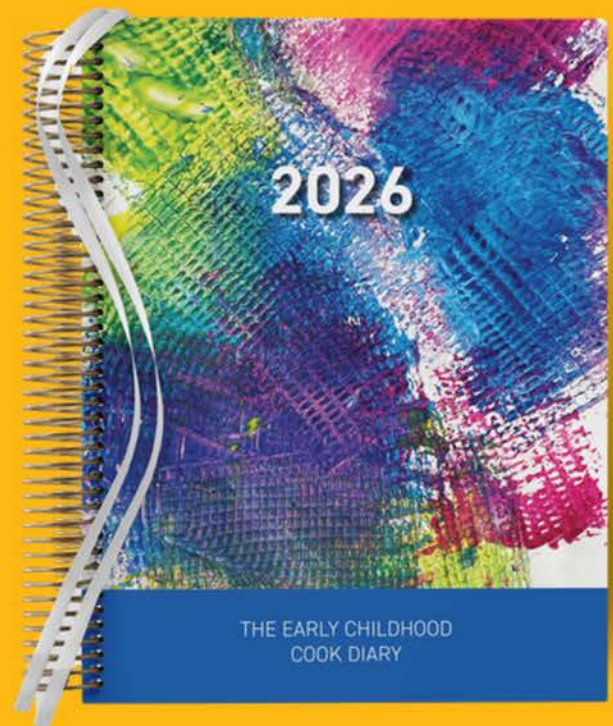


Look inside the

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
EACH MONTH**

1 THURSDAY New Year's Day
JANUARY 2026

Today's intake					
Breakfast	Portion / person-served	No.	Whole food and drink	No.	Alternative*
Date					
Morning Tea					
Date					
Lunch					
Date					
Afternoon Tea					
Date					
Late Afternoon Tea					
Date					
Supper					
Date					

Family or Service Correspondence

Add to Shopping List

Deliveries Received Today

Issues?

LIBCs set

Out of Pocket Expenses

Maintenance required

Action taken

Special Occasions Today
(Birthdays, Cultural)

Fridge / Freezer Temp. Appliances

**DAILY
RECORDS**

3 SATURDAY
JANUARY 2026

4 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 sanitizer available:
- No sign of pest activity:
- Chemicals stored safely:
- Food past its 'use by' date thrown away, and stock rotated:
- All equipment maintained and safe to use:

MEETING FOR

DECEMBER 2025

JANUARY 2026

FEBRUARY 2026

**WEEKLY
CHECKLIST &
ORDER
PLANNING**

January 2026 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

Date

Time

Location

Attendees

Agenda

Notes

**MONTHLY
MEETING NOTES**

NOTES FOR JANUARY

Notes

**MONTHLY
GENERAL NOTES**

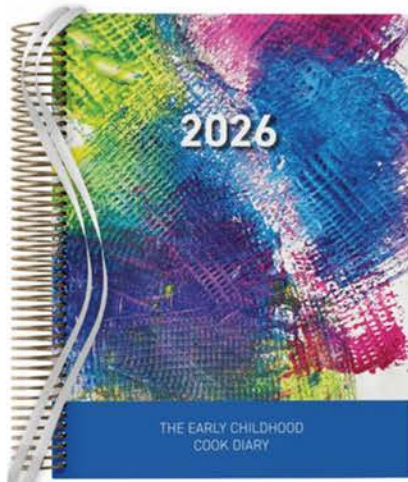
*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

THE EARLY CHILDHOOD COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

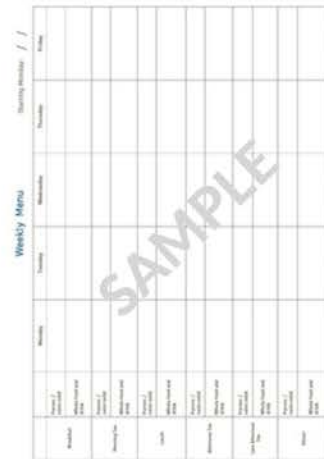
LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?



YEARLY AUDIT AND MAINTENANCE CHECKLIST



WEEKLY MENU TEMPLATE



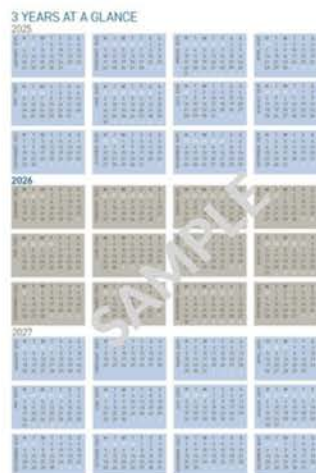
QIP GOALS AND PROFESSIONAL DEVELOPMENT



ACTION PLAN RECORD



POLICY, COMMUNITY, AND MEETING NOTES



3 YEARS AT A GLANCE



SPECIAL DATES CALENDAR

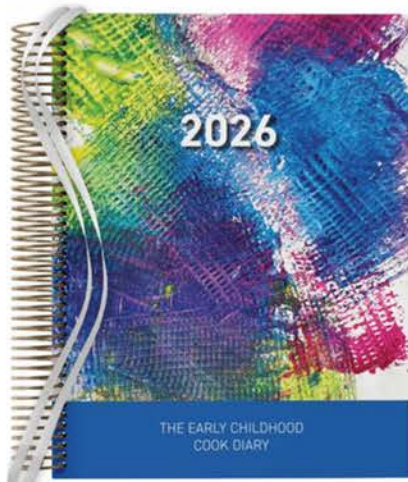
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THE EARLY CHILDHOOD COOK'S DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?

SCHOOL TERMS AND PUBLIC HOLIDAYS

State	Year	Term	Start	End	Public Holiday
ACT	2025	1	28/08	27/10	28/08
ACT	2025	2	28/10	27/12	28/10
ACT	2025	3	28/12	27/02	28/12
ACT	2026	1	28/08	27/10	28/08
ACT	2026	2	28/10	27/12	28/10
ACT	2026	3	28/12	27/02	28/12
NSW	2025	1	28/08	27/10	28/08
NSW	2025	2	28/10	27/12	28/10
NSW	2025	3	28/12	27/02	28/12
NSW	2026	1	28/08	27/10	28/08
NSW	2026	2	28/10	27/12	28/10
NSW	2026	3	28/12	27/02	28/12
NT	2025	1	28/08	27/10	28/08
NT	2025	2	28/10	27/12	28/10
NT	2025	3	28/12	27/02	28/12
NT	2026	1	28/08	27/10	28/08
NT	2026	2	28/10	27/12	28/10
NT	2026	3	28/12	27/02	28/12
QLD	2025	1	28/08	27/10	28/08
QLD	2025	2	28/10	27/12	28/10
QLD	2025	3	28/12	27/02	28/12
QLD	2026	1	28/08	27/10	28/08
QLD	2026	2	28/10	27/12	28/10
QLD	2026	3	28/12	27/02	28/12
SA	2025	1	28/08	27/10	28/08
SA	2025	2	28/10	27/12	28/10
SA	2025	3	28/12	27/02	28/12
SA	2026	1	28/08	27/10	28/08
SA	2026	2	28/10	27/12	28/10
SA	2026	3	28/12	27/02	28/12
TAS	2025	1	28/08	27/10	28/08
TAS	2025	2	28/10	27/12	28/10
TAS	2025	3	28/12	27/02	28/12
TAS	2026	1	28/08	27/10	28/08
TAS	2026	2	28/10	27/12	28/10
TAS	2026	3	28/12	27/02	28/12
VIC	2025	1	28/08	27/10	28/08
VIC	2025	2	28/10	27/12	28/10
VIC	2025	3	28/12	27/02	28/12
VIC	2026	1	28/08	27/10	28/08
VIC	2026	2	28/10	27/12	28/10
VIC	2026	3	28/12	27/02	28/12
WA	2025	1	28/08	27/10	28/08
WA	2025	2	28/10	27/12	28/10
WA	2025	3	28/12	27/02	28/12
WA	2026	1	28/08	27/10	28/08
WA	2026	2	28/10	27/12	28/10
WA	2026	3	28/12	27/02	28/12

SCHOOL TERMS AND PUBLIC HOLIDAYS

TERM PLANNING OVERVIEW

TERM	STARTING	ENDING	STARTING	ENDING
TERM 1				
TERM 2				
TERM 3				
TERM 4				

TERM PLANNING OVERVIEW

2026 YEAR PLANNER

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

YEAR PLANNER



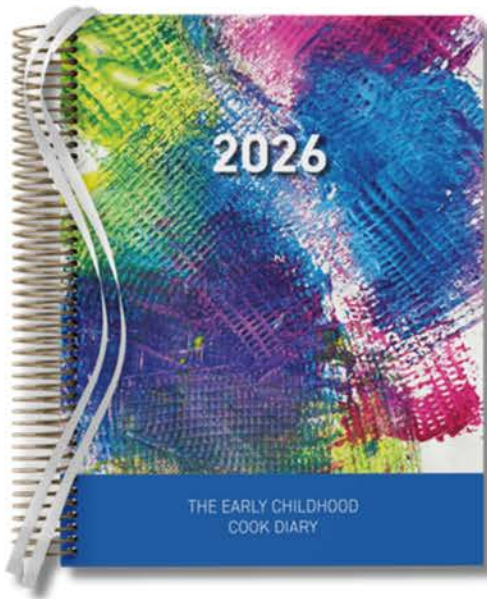
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THE EARLY CHILDHOOD COOK'S DIARY



A4 HARD
COVER WITH
SPIRAL
BINDING

ARTIST COLLABORATION COVER ART



[CHILDREN'S ART COLLECTION: LEARN MORE](#)

We're excited to share the journey behind our incredible collection of children's artwork from across Australia. It began as a simple call out for children's artwork, and we were blown away by the submissions from every state and territory—each piece telling a unique story through a child's eyes.

The selection process was genuinely one of the most challenging tasks our team has ever faced. We looked at three elements:

- The use of colour - How children express themselves through their colour choices and combinations and how these matched our current diaries and the colours you were used to.
- The developmental stage of the artist - We wanted representation across different age groups from 1 to 12 years old.
- Geographical diversity - Ensuring young artists from every state and territory had their voice heard.

We issued certificates for every entry and special recognition for our chosen artists. They were very proud, to say the least!

How amazing do they look with our new colourful internal pages!

THE EARLY CHILDHOOD COOK'S DIARY



A4 HARD
COVER WITH
SPIRAL
BINDING

**BUNDLE AND SAVE
WITH THIS DIARY**

JOURNEY BY LEARNING COLLECTION



Featuring:

- Your Diary,
- Matching Notebook,
- White Pen Holder, and
- Gold Pen



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.