



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

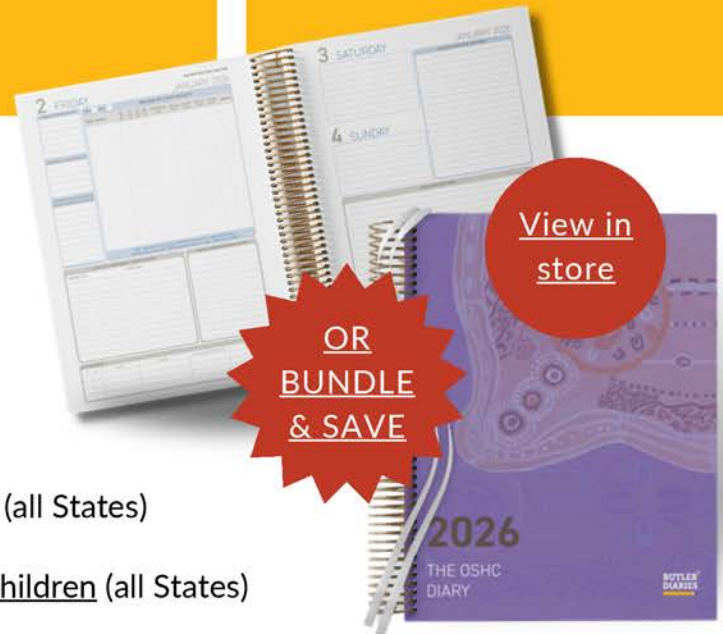
- OSHC
- Occasional Care
- Vacation Care
- BAS Care

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

3 SATURDAY

JANUARY

LOOK
INSIDE

Blank lined writing area for Saturday.

REFLECTIONS FROM LAST WEEK

Lined writing area for reflections from last week.

4 SUNDAY

Blank lined writing area for Sunday.

GOALS FOR NEXT WEEK

Lined writing area for goals for next week.

DECEMBER 2025	M	T	W	T	F	S	S
	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	1	2	3	4

JANUARY 2026	M	T	W	T	F	S	S
	29	30	31	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	1

FEBRUARY 2026	M	T	W	T	F	S	S
	26	27	28	29	30	31	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	1

THE OSHC DIARY



A4 HARD COVER WITH SPIRAL BINDING

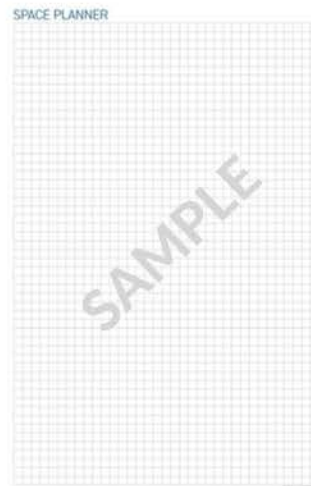
LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?



STAFFING AND REPORTING REQUIREMENTS



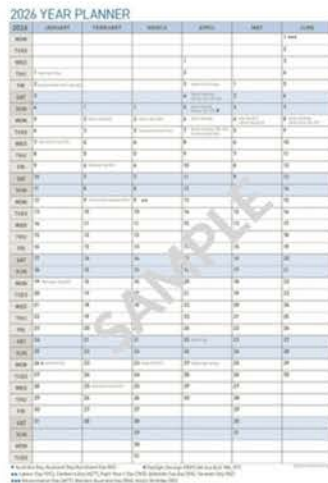
SPACE PLANNER



SPECIAL DATES CALENDAR



SCHOOL TERMS AND PUBLIC HOLIDAYS



YEAR PLANNER



TERM PLANNING OVERVIEW



BIRTHDAYS

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

THE OSHC DIARY



A4 HARD
COVER WITH
SPIRAL
BINDING

ARTIST COLLABORATION COVER ART



FIRST NATIONS COLLABORATION: LEARN MORE

The "Journey of Learning" project represents a collaborative vision between Butler Diaries and acclaimed First Nations artist Anne Leon - Nhuralama. This initiative brings together educational philosophy and Indigenous knowledge systems through a powerful artistic medium, creating diary covers that serve as both functional tools and cultural artefacts.

The collaboration with Butler Diaries Pty Ltd began with a creative brief seeking artwork that would represent educational journeys and interconnected learning pathways.

The commissioned piece would serve as covers for 2026 diaries, with the complete artwork divided into four sections to create distinct yet connected covers. The brief emphasised the importance of cultural knowledge, educational leadership, and community connections—themes that resonated deeply with Anne's artistic vision and personal experiences.

"Journey by Learning" is a visual narrative that explores the dynamic and interconnected pathways of education, leadership, and community engagement. The artwork is designed to be viewed both as a unified whole and as four individual sections, each telling its own story while contributing to the larger narrative.



THE OSHC DIARY



A4 HARD
COVER WITH
SPIRAL
BINDING

BUNDLE AND SAVE WITH THIS DIARY

JOURNEY BY LEARNING COLLECTION



Featuring:

- Your Diary,
- Matching Notebook,
- Matching Pencil Case,
- Matching Lanyard,
- Matching Pen Holder, and
- Gold Pen



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

Use this diary in conjunction with our suggested diaries to evidence against more National Quality Standards and Elements.



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

2

3

4

5

6

7

THE OSHC DIARY



[VIEW THE FULL EARLY CHILDHOOD COLLECTION](#)

RESOURCES TO SUPPORT EDUCATORS



**BUNDLE & SAVE
DIARIES &
CALENDARS**

SPECIAL INTEREST CALENDARS

DIARIES



JOURNALS & WORKBOOKS

AND MORE



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RESOURCES, EXAMPLES, AND SUPPORT**

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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.