



Look inside the

CHILDREN'S CENTRE 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 CHILDREN'S CENTRE 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 ✓



Birth to five ✓

THIS DIARY IS FOR

- Directors
- Nominated Supervisors
- Room Leaders
- Persons in Management or Control

WORKING IN

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

IN

- Australia (all States)

DESIGNED TO BE USED WITH:

- Educational Leader Diary (all States)
- Nominated Supervisor Diary (all States)
- QLD Weekly Programming and Reflection Diary (QLD only)
- Weekly Programming and Reflection Diary OSHC Version (all States)
- Central Outdoor Weekly Programming and Reflection Diary (all States)



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

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

THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE EACH MONTH



DAILY RECORDS



WEEKLY CHECKLIST & ORDER PLANNING



MONTH AT A GLANCE



MONTHLY MEETING NOTES



MONTHLY GENERAL NOTES

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

THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



WHAT'S IN THE FRONT PAGES?



IMPORTANT INFORMATION SUMMARY



SUPPLIER DETAILS



CONTACTS



NQS SUMMARY



SUMMARY OF EYLF V2.0 FRAMEWORK



LINKING EYLF AND QKLG



LINKING EYLF AND VEYLDF

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THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES



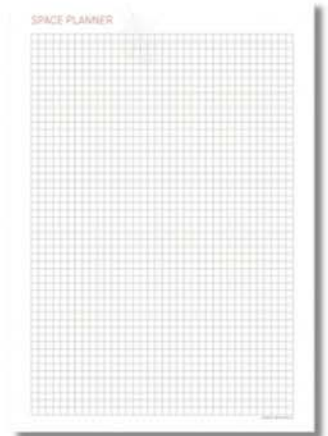
LINKING EYLF AND WAKLG



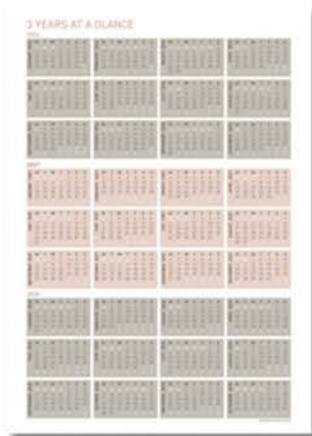
BIRTHDAYS



STAFF REPORTING



SPACE PLANNER



3 YEARS AT A GLANCE



TERM PLANNING OVERVIEW



SCHOOL TERMS AND HOLIDAYS



SPECIAL DAYS AND ACRONYMS

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LOOK INSIDE FRONT PAGES



YEAR PLANNER



IMMUNISATION REGISTER



PROFESSIONAL DEVELOPMENT



QIP OVERVIEW

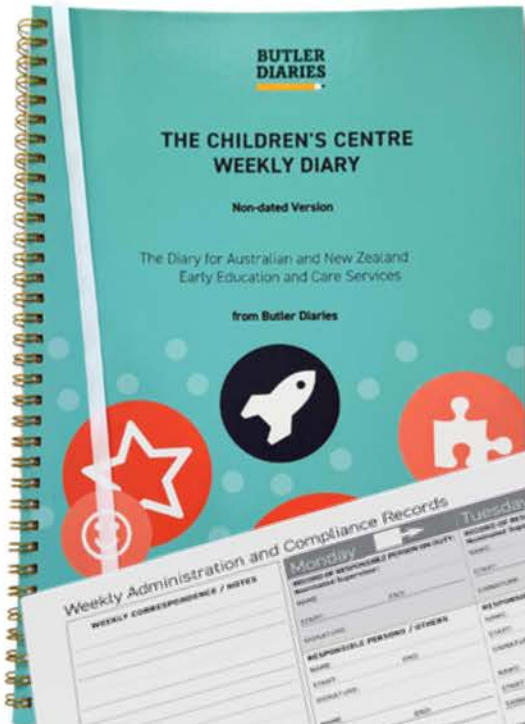
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THE WEEKLY CHILDREN'S CENTRE DIARY



WEEKLY
VERSION
AVAILABLE

WEEKLY CHILDREN'S CENTRE DIARY WEEKLY ADMINISTRATION AND COMPLIANCE RECORDS



VIEW IN
STORE



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THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

AUSTRALIAN NATIVE FLORA COVER ART



Back to Nature

Children's Centre Diary For 2027, we chose Australian flora as our cover theme to reflect something we believe deeply: that great early childhood services are rooted in their environment and community. Australia's native plants carry stories of country, seasons, and sustainable living that stretch back tens of thousands of years – stories that belong in our centres.

As a director, you set the culture of your service, and this cover is a gentle reminder that a love of the natural world, of this land and its remarkable flora, is one of the most meaningful gifts we can offer the children and families in our care.

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

January 2027 at a glance

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				New Year's Day	1 Day After New Year's Day (Obs.)	2
						3
Day After New Year's Day (Obs.) (Obs.)	4	5	6	7	8	9
						10

THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

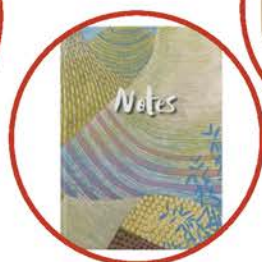
BUNDLE AND SAVE WITH THIS DIARY

ART SERIES COLLECTION



Featuring:

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



THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

HOW DOES OUR DIARY HELP WITH COMPLIANCE?

FRAMEWORKS

- Supports you in making decisions around **Approved Learning Frameworks** with overview pages.

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 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.

DEVELOPMENTAL MILESTONES

- Supports you in providing environments that encourage physical, social, emotional, cognitive, and language development with a **QIP review on your environments**.



COVERS:

- EYLF
- MTOP
- QKLG
- Theorists
- Developmental Milestones



THE CHILDREN'S CENTRE DIARY



A4 HARD COVER WITH SPIRAL BINDING

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 a record of absent children and an overview of ratio requirements (**QA2.2.1**)
- Supports each **child's safety and protection** with key information on reporting (**QA2.2.3**)

COVERS:

- 2.1 Health
- 2.2.1 Wellbeing and comfort
- 2.2.3 Child safety and 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 CHILDREN'S CENTRE DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

QA4 Staffing arrangements

- Supports organisation of educators with **records of the responsible person** on duty (QA4.1.1)
- Supports efforts to ensure **continuity of staff** with staff absence record and staff leave planner (QA4.1.2)
- Supports collaboration and **staff learning** from one another with a record of meetings, training, general correspondence, and professional development summary (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 and community record (QA6.1.2)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar and community record (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 (QA7.2.1)
- Supports you in the development of a **professional team** with a Professional Development summary (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 CHILDREN'S CENTRE DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our Children's Centre 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** 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 goal setting** and **reflections** in addition to **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 correspondence records and community records. Our diversity dates calendar prompts inclusiveness and a **sense of belonging** for your service families.

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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.