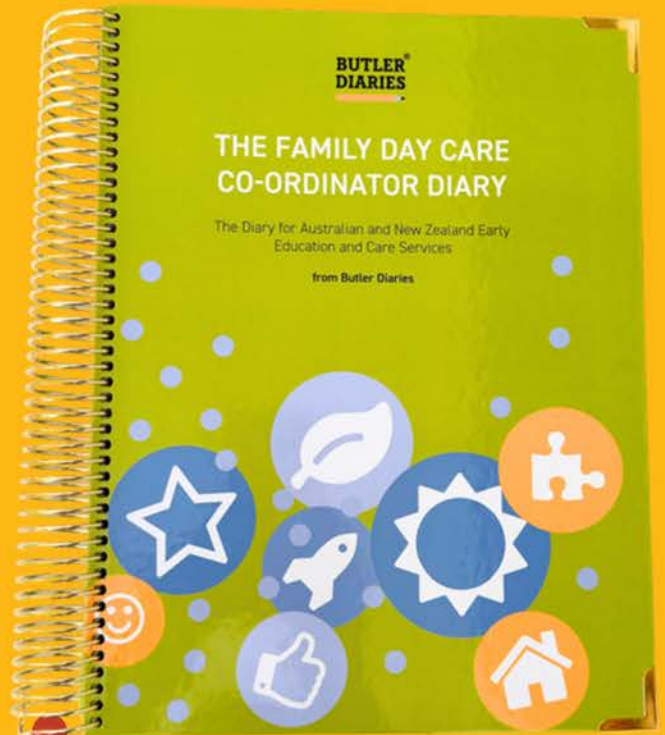




THE FAMILY DAY CARE CO-ORDINATOR DIARY

This information sheet 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 FAMILY DAY CARE CO-ORDINATOR DIARY



This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches your staff to be vigilant and takes the headache out of creating uniform compliance documentation.

**BUTLER
DIARIES**



Family day
care services ✓



School aged
children ✓



Birth to
five ✓

THIS DIARY IS FOR

- Co-ordinators
- Nominated Supervisors
- Persons in Management and Control

WORKING IN

- Family Day Care

IN

- Australia (all States)
- New Zealand

DESIGNED TO BE USED WITH:

- Family Day Care Diary (all States)
- FDC Compliance Checklist Diary (all States)
- FDC Combined Checklist and Programming Diary
- Family Day Care No Carbon Required Compliance Books
- Childcare Cook's Diary (all States)
- Educational Leader Diary (all States)
- QLD Weekly Programming and Reflection Diary (QLD only)
- Central Outdoor Weekly Programming and Reflection Diary (all States)
- Weekly Programming and Reflection Diary (all States), OSHC Version,



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

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

THE FAMILY DAY CARE CO-ORDINATOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EYLF, MTOP, AND TE WHARIKI:

- Supports you in making decisions around **EYLF, MTOP** and **Te Whariki** Frameworks with an overview page.

THEORETICAL LINKS

- By creating an **evidence record of your quality improvement plan overview**, you are supporting educators and your service in exceeding all quality areas. The National Quality Standards are built around evidence from theories of Early Childhood Development. With each area, you are applying top theories to guide your practice.
- 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 every day.



COVERS:

- EYLF
- MTOP
- Te Whariki
- Theorists
- Developmental Milestones
- NQS

DEVELOPMENTAL MILESTONES

Supports you implementing NQS, which links with children's development:

- physical (**QA 1, 2, 3, 5, 6**),
- social (**QA 1, 5, 6**),
- emotional (**QA 1, 2, 5, 6**),
- cognitive (**QA 1, 5**),
- language (**QA 1, 5, 6, 7**), and
- seeking advice when needed (**QA 1, 5, 6, 7**).



THE FAMILY DAY CARE CO-ORDINATOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK



QA1 Educational program and practice

- Supports implementation of **approved learning frameworks** with overview pages, references, and a diversity dates calendar (**QA1.1.1**)
- Prompts **children's strengths, ideas, abilities, and interests** to be at the centre of your program with detailed records of family visits and calls (**QA1.1.2**)
- Supports the implementation of an **assessment and planning cycle** with detailed records on visits and communication (**QA1.3.1**)
- Promotes **sharing of information** with families (**QA1.3.3**)

COVERS:

- 1.1.1 Approved Learning Framework
- 1.1.2 Child-centred
- 1.3.1 Assessment and planning cycle
- 1.3.3 Information for families

QA2 Children's health and safety

- Supports each **child's protection** with key information on reporting (**QA2.2.3**)

COVERS:

- 2.2.3 Child protection

QA3 Physical environment

- Supports engagement with **sustainable practices** with sustainability dates calendar (**QA3.2.3**)

COVERS:

- 3.2.3 Environmentally responsible

QA4 Staffing arrangements

- Supports you in **organising educators** by allocating educators to visits/calls and with educators summary pages (**QA4.1.1**)
- Supports efforts to ensure **continuity of staff** with staff leave planner (**QA4.1.2**)
- Supports collaboration and **staff learning** from one another with a record of professional development (**QA4.2.1**)
- Supports you in meeting **professional standards** (**QA4.2.2**)

COVERS:

- 4.1.1 Organisation of educators
- 4.1.2 Continuity of staff
- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

THE FAMILY DAY CARE CO-ORDINATOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK



QA6 Partnerships with families and community

- Prompts supporting families in their **involvement and contribution** to the service (**QA6.1.1**)
- Supports the **respect of families** and encourages their input into general decision-making with a communication record (**QA6.1.2**)
- Promotes **continuity of transitions** through accurate recordkeeping (**QA6.2.1**)
- Supports the service in **building relationships** and engaging with the community with a diversity dates calendar (**QA6.2.3**)

COVERS:

- 6.1.1 Engagement with service
- 6.1.2 Parent views are respected
- 6.2.1 Transitions
- 6.2.3 Community engagement

QA7 Leadership and service management

- Supports you in implementing **management systems** to ensure a quality service through detailed recordkeeping and planning (**QA7.1.2**)
- Supports you in ensuring **roles and responsibilities** are understood with daily spaces to manage educators' responsibilities (**QA7.1.3**)
- Promotes **continuous improvement** with a Quality Improvement Plan and co-ordinator personal goals (**QA7.2.1**)
- Supports you in the development of a **professional team** with a Professional Development summary and educators' summary pages (**QA7.2.3**)

COVERS:

- 7.1.2 Management systems
- 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 FAMILY DAY CARE CO-ORDINATOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our Family Day Care 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 a **QIP overview**, **co-ordinator goals** and **photos and drawings pages** to promote ongoing analysis.

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 detailed visits/calls 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 FAMILY DAY CARE CO-ORDINATOR DIARY

A4
STANDARD

LOOK INSIDE

DAILY RECORDS



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

THE FAMILY DAY CARE CO-ORDINATOR DIARY

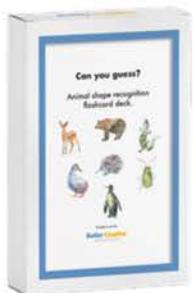
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Information sourced from:

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:

The Butler Diaries provide evidence for some, but not all parts of the framework. 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.