

## FAMILY DAY CARE CONTACT DETAILS

NAME	ROLE - DETAILS	WORKING DAYS	CONTACT
Karlie Owen	Manager ECECS	Mon - Fri	0408 521 320
Tegan Donaldson	Family Participation & Engagement Officer: <i>Liaises with families and educators regarding enrolments and vacancies.</i>	Mon – Fri	5943 7815
Andrea Carmody	Educational Leader/ Senior Educational Program Co-ordinator	Mon - Fri	5943 7817 0499 500 532
Robyn Sheridan	Educational Program Co-ordinator	Mon – Fri	5943 7816 0427 222 943
Bec Brown	Educational Program Co-ordinator	Mon,Thurs,Fri	5943 7810 0419 542 119
Jayne Simmons	Educational Program Co-ordinator	Mon - Wed	5943 7861 0437 484 125
Jo Verschaeren	Consumer Support Officer: <i>Liaises with educators regarding Hubworks, attendance records, income, tax statements, educator leave, family bookings &amp; electronic communications</i>	Mon, Tues, Thurs, Fri	5943 7814
Amy Fato	Accounts Receivable Officer: <i>FDC family payments enquiries (including IPay and Direct debits)</i>	Mon- Fri	9705 3289
Family Resource	<a href="https://www.windermere.org.au/childcare/family-resource-centre">https://www.windermere.org.au/childcare/family-resource-centre</a>		
Hubworks Support	support@hubworks.com.au		9044 1935

If an educator or family needs to contact the office outside of business hours (9am-5pm) Mon-Fri please call our **after-hours phone on 0408 591 457**. (Please note this is to be used for emergencies only &/or reporting an incident which impacts either the educator &/or family.)

Enquiries regarding enrolments via email should be directed to: [enrolmentsECECS@windermere.org.au](mailto:enrolmentsECECS@windermere.org.au)

### Family Day Care office locations:

Toomah Community Centre  
18 Golden Green Street  
**Pakenham, VIC**  
3810

\*Educational Program Coordinator – Educators’ primary contact. Conducts home visits, training sessions and regularly monitors the education and care environment of educators.