

## FAMILY DAY CARE CONTACT DETAILS

NAME	ROLE - DETAILS	WORKING DAYS	CONTACT
Karlie Owen	Manager ECECS	Mon - Fri	0408 521 320
Andrea Carmody	Team Leader	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 - Fri	5943 7861 0437 484 125
Deb Porter	Educational Program Co-ordinator	Mon-Tues - Wed	5943-7811 0438 007 858
Vivienne Patterson	Educational Program Co-ordinator	Tues-Fri	5943-7826 0408 075 566
Sharyn Brown	Consumer Support Officer: <i>Liaises with educators regarding Hubworks, attendance records, educator leave, family bookings</i>	Mon-Tues-Fri	5943-7865
Sarah Warburton	Family Participation & Engagement Officer: <i>Liaises with families and educators regarding enrolments and vacancies.</i>	Mon - Fri	5943 7815
Jo Verschaeren	Consumer Support Officer: <i>Liaises with educators regarding Hubworks, attendance records, income, tax statements, educator leave, family bookings &amp; electronic communications On boarding new educators</i>	Mon -Tues- Thurs- Fri	5943 7814
Felicity Rulach	Accounts Receivable Officer: <i>FDC family payments enquiries (including IPay and Direct debits)</i>	Mon- Fri	9705 3289
Sarah Dunn	Accounts Receivable Officer: <i>FDC family payments enquiries (including IPay and Direct debits)</i>	Tues- Thurs	9705 3289
Family resource centre	<a href="https://www.windermere.org.au/childcare/family-resource-centre">https://www.windermere.org.au/childcare/family-resource-centre</a> No login details needed		

If an educator or family needs to contact the office outside of business hours (9am-5pm) Mon-Fri please call our **on call phone on 0408 591 457**.

All general queries should be directed to: [enquiriesceecs@windermere.org.au](mailto:enquiriesceecs@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.