



# Department of Education and Training

Early Childhood Education

2 Treasury Place  
East Melbourne Victoria 3002  
Telephone: 03 9637 2000  
DX210083

Windermere Child & Family Services Inc  
PR-00006468  
48 Webb Street  
NARRE WARREN VIC 3805

Dear Approved Provider

**Amendment of Service approval**  
**Section 54, *Education and Care Services National Law Act 2010***

I am writing to advise that your application for amendment of service approval for Windermere Family Day Care (SE-00004918) has been approved. You requested that the service approval be amended in the following way:

- The maximum number of family day care educators that may be engaged or registered by the approved provider is 170.

You must display the attached amended service approval so it is clearly visible to anyone from the main entrance of the education and care service premises (section 172 of the *Education and Care Services National Law Act 2010*).

If there are any errors on the service approval certificate please contact the Licensed Children's Services enquiry line on 1300 307 415 or alternatively by email on [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au).

Yours sincerely

Natalie Frost  
A/Manager, Service Administration and Support Unit  
Quality Assessment and Regulation Division

13 December 2021



***Education and Care Services National Law Act 2010, section 48***  
**Amended under section 54 of the National Law**

**Service Approval**

**Provider name** Windermere Child & Family Services Inc

**Service approval number** SE-00004918

**Service name** Windermere Family Day Care

**Location of service** 18 Golden Green Street,  
PAKENHAM VIC 3810

**Date approval granted** 1 January 2012

**Date approval amended** 10 December 2021

**Prescribed conditions**

1. The approval is granted subject to the conditions as set out in Section 51 of the National Law and any conditions prescribed in the Education and Care Services National Regulations 2011.

**Other Conditions**

1. The approved provider must identify and maintain an up to date record of this service's family day care educators operating in a family day care residence or approved family day care venue in Victoria who may be at risk of bushfire (bushfire-at-risk educators);
2. For any bushfire-at-risk educators, the approved provider must ensure that:
  - a. bushfire-at-risk educators do not operate on any day declared by the Victorian Emergency Management Commissioner to be a day of 'Code Red' Fire Danger Rating that would apply to the location in which that family day care residence or approved family day care venue is located; and
  - b. the service's emergency and evacuation policies and procedures required under regulation 168 of the Education and Care Services National Regulations include a current Emergency Management Plan (EMP) for managing the service's bush-fire related risks;
  - c. the Emergency Management Plan (EMP) is kept up to date, reflects the family day care educator's operating context and includes:
    - i. procedures for monitoring and managing bushfire risks and events;
    - ii. procedures for notifying families of any closure
  - d. the Emergency Management Plan (EMP) is reviewed and updated as necessary at least once each calendar year.
3. The maximum number of family day care educators that may be engaged or registered by the approved provider is 170.

**Granted under delegation by:**

A handwritten signature in blue ink, appearing to read 'N Frost'.

Natalie Frost  
A/Manager, Service Administration and Support Unit  
Quality Assessment and Regulation Division