

WGLDC OPERATION INFORMATION

WATTLE GROVE LONG DAY CARE 2022

Name of education and care service:

Wattle Grove Long Day Care Centre

Location: 8-10 Burdekin Court, Wattle Grove 2173.

Number: 02 9825 4700

Email: wglcdc@optusnet.com.au

Name and position of person in charge at any given time:

Approved Provider: Julia Koti 0412 254 700

Nominated Supervisor: Kelly Hirst 0435 420 550

Nominated Supervisor and Area Manager: Olivia Savannah 0406 484 348

Responsible Person (RP) is identified in red on the roster:

Mackenzie Ireland, Katrina Moore, Amy Buczek, Philippa Ernsteins, Kershia Stirling.

Educational Leader: Kelly Hirst 0435 420 550

Kershia Stirling 0434 883 710

WH&S Officer: Olivia Savannah and Philippa Ernsteins

Public Liability: Guild insurance

Workers Compensation Insurance: ICare

Service Operation: Monday to Friday. 6:45 to 6pm.

We are closed on NSW public Holidays. We are open all year except for three weeks during Christmas and New Year.

Parking: Onsite parking is available to management, responsible staff and parents including one disabled parking spot. Street parking is also available alongside the day-care for other staff and visitors when the day-care parking is full.

Rooms/Ages we cater for:

Joey Room: 6 months - two years

Koalas: Two years – three years

Possums: Three years – four years

Dingoes: Four years – five years

Grievance and Concerns

WATTLE GROVE LONG DAY CARE 2022

For any complaints, please see the Nominated Supervisor. Alternatively you may fill out the grievance form in our feedback folder located on the pamphlet display shelves. This can be provided to the service through the suggestion box or on the Nominated Supervisor's desk.

We are also happy to accept feedback and concerns via email or on paper.

WGLDC Number: 02 9825 4700

Email: wglcdc@optusnet.com.au

Complaints may be addressed to

Julia Koti - Approved Provider 0412 254 700

Kelly Hirst - Nominated Supervisor 0411 113 381

Olivia Savanah - Area Manager 0406 484 348

Name and position of person in charge at any given time:

Julia Koti, Kelly Hirst, Olivia Savanah

Alternatively here are the contact details for the department:

Contact details of regulatory authority: Early Childhood Education and Care Directorate, NSW Department of Education and Communities, Locked Bag 5107, Parramatta 2124. PHONE: 1800 619 113.

EMAIL: ececd@det.nsw.edu.au

WEBSITE: <https://education.nsw.gov.au/early-childhood-education>