

## Communications and Contacts Procedure



Please consult the below table when determining who to consult with and where to send information. If you are unsure, send to [kym@keikiearlylearning.com.au](mailto:kym@keikiearlylearning.com.au) and your email will be forwarded to the correct person.

**If you have a visit of any kind (regulatory unit, council etc) call Sam or Kym immediately. You must speak to one of us before you allow entry to the visitor.**

Person/Role	Enquiry/Issue/Information
<p><u>Kym Parkinson</u> General Manager  0407502658</p>	<ul style="list-style-type: none"> <li>• If you cannot get in touch with owners call Kym</li> <li>• Visit from regulatory authority/Worksafe etc</li> <li>• Maintenance/resources forms</li> <li>• Responsible Service Records</li> <li>• Policy and Procedure review final decision</li> <li>• Forms and documents review final decision</li> <li>• Request service visits for support around documentation, policies and procedures, forms, displays etc</li> <li>• IT issues</li> <li>• Anything you are unsure about</li> <li>• New employees and offer of positions</li> <li>• Employment documents</li> <li>• Wage enquiries</li> <li>• Coordinator, Assistant Coordinator, Management annual leave applications</li> <li>• Change of personnel details</li> <li>• Uniform orders</li> <li>• Payroll deduction forms</li> <li>• Payslip requests/issues</li> <li>• Resignation letters/Termination of employment</li> <li>• Paid Parental Leave/Separation Certificates</li> <li>• Staffing issues</li> <li>• Auditing of Quality Areas</li> <li>• Anything for SharePoint</li> <li>• Policy and Procedure reviews</li> <li>• Forms and documents reviews</li> <li>• Support in meeting and exceeding Quality Areas</li> <li>• Updating SharePoint &amp; Documents</li> </ul> <p><a href="mailto:kym@keikiearlylearning.com.au">kym@keikiearlylearning.com.au</a></p>
<p><u>Laura Reynolds</u> Accounts Coordinator Payroll 0416177227</p>	<ul style="list-style-type: none"> <li>• All family account enquiries</li> <li>• Account/payment issues</li> <li>• All accounts payable enquiries</li> <li>• Xplor questions/queries</li> <li>• Deputy questions/queries</li> </ul> <p><a href="mailto:accounts@keikiearlylearning.com.au">accounts@keikiearlylearning.com.au</a></p> <p>Wage Summaries and Time Sheets <a href="mailto:laura@keikiearlylearning.com.au">laura@keikiearlylearning.com.au</a> Everything else must go through to Kym <a href="mailto:kym@keikiearlylearning.com.au">kym@keikiearlylearning.com.au</a> and <a href="mailto:admin@keikiearlylearning.com.au">admin@keikiearlylearning.com.au</a></p>
<p><u>Callie Ross</u> Marketing Coordinator  0438244063</p>	<ul style="list-style-type: none"> <li>• Events etc (Event Checklists)</li> <li>• Contact from advertising agencies or media</li> <li>• Facebook and social media posts</li> <li>• Photos etc</li> <li>• Website</li> <li>• Signage</li> </ul> <p><a href="mailto:marketing@keikiearlylearning.com.au">marketing@keikiearlylearning.com.au</a> or <a href="mailto:callie@keikiearlylearning.com.au">callie@keikiearlylearning.com.au</a></p>
<p><u>Jess Majster</u> Admin Support Officer</p>	<ul style="list-style-type: none"> <li>• Newsletter content sheets</li> <li>• Surveys etc</li> <li>• Anything to do with marketing if Callie is unavailable</li> <li>• Website</li> <li>• Admin Support</li> </ul> <p><a href="mailto:jess@keikiearlylearning.com.au">jess@keikiearlylearning.com.au</a></p>

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<u>Gayle Marshall</u> Admin Support Officer	<ul style="list-style-type: none"><li>• Newsletter content sheets</li><li>• Surveys etc</li><li>• Anything to do with marketing if Callie is unavailable</li><li>• Website</li><li>• Admin Support</li></ul> <a href="mailto:gayle@keikiearlylearning.com.au">gayle@keikiearlylearning.com.au</a>
<u>Sam Morrell</u> Owner  0409938871	<ul style="list-style-type: none"><li>• Anything at any time if necessary</li><li>• Budgets and rosters</li><li>• Building changes</li><li>• Visit from regulatory unit, work safe, council etc</li><li>• Grievances or complaints that cannot be managed by Coordinator or Area Manager</li></ul> <a href="mailto:sam@keikiearlylearning.com.au">sam@keikiearlylearning.com.au</a>

### **Keiki Early Learning Mindarie Keys**

1/18 Anchorage Dr, Mindarie  
9407 9388 [mindarie@keikiearlylearning.com.au](mailto:mindarie@keikiearlylearning.com.au)

### **Keiki Early Learning Mindarie Primary**

90 Rothesay Heights, Mindarie (Mindarie Primary School)  
0448 588 166 [mindarieprimary@keikiearlylearning.com.au](mailto:mindarieprimary@keikiearlylearning.com.au)

### **Keiki Early Learning Hamersley**

702 Beach Rd, Hamersley  
6162 9119 [hamersley@keikiearlylearning.com.au](mailto:hamersley@keikiearlylearning.com.au)

### **Keiki Early Learning Alkimos (Trinity)**

12k Longstaff Ave, Alkimos  
6500 2700 [trinity@keikiearlylearning.com.au](mailto:trinity@keikiearlylearning.com.au)

### **Keiki Early Learning Edgewater**

57-45 Joondalup Drive, Edgewater  
[edgewater@keikiearlylearning.com.au](mailto:edgewater@keikiearlylearning.com.au)

### **Keiki Early Learning Glendale Hamersley**

7 Glendale Ave, Hamersley  
[glendale@keikiearlylearning.com.au](mailto:glendale@keikiearlylearning.com.au)