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| **A blue logo with a square and a leaf  Description automatically generated  PRESCHOOL FIELD OFFICER    REFERRAL FORM 2025** | | | | | | | | | | |
| **KINDERGARTEN DETAILS** | | | | | | | | | | |
| **Name of Kindergarten service:** | | | |  | | | | | | |
| **Telephone:** |  | | | | **Email:** |  | | | | |
| **Kindergarten Teacher/s:** | | | | |  | | | | | |
| **2025 group:** | 3 year old | | | | 4 year old | Early Start | | | Second year | KIS worker |
| **2024 group:** | 3 year old | | | | 4 year old | Early Start | | | No kinder | ISS support |
| **Days attending:** | Monday | | | | Tuesday | Wednesday | | | Thursday | Friday |
| **When to phone:** | a.m.  p.m. | | | | a.m.  p.m. | a.m.  p.m. | | | a.m.  p.m. | a.m.  p.m. |
| **CHILD & FAMILY DETAILS** | | | | | | | | | | |
| **Child’s Name:** |  | | | | | **Country of Birth** | | |  | |
| **Date of Birth:** |  | | | | | **Arrival date if born overseas** | | | |  |
| **Gender:** |  | | | | | **Aboriginal or Torres Strait Islander** | | | | Yes  No |
| **Parent/Carer names** |  | | | | | **Mobile numbers** | | |  | |
|  | | | | |  | |
| **Home Address** |  | | | | | | | | **Postcode:** |  |
| **Email/s:** |  | | | | | |  | | | |
| **Sibling - gender/age:** | |  | | |  |  | | |  |  |
| **Languages spoken at home** | | |  | | | | | **Interpreter required:** | | Yes  No |
| **NDIS funding/plan** | Yes  No | | | | **Other early intervention:** | Speech Therapy  Psychologist  OT   Paediatrician  Other: | | | | |
| **Maternal & Child Health** | 2 year check | | | | 3.5 year check | Please check with the family prior to completing form. Aware but did not attend  Do not know about this service | | | | |
| **REASON/S FOR REFERRAL** Please **add #1** or highlight to indicate your primary concern and then mark any secondary concerns | | | | | | **TYPE OF SUPPORT REQUESTED** PSFOs work with educators to build capacity | | | | |
| **General concern** regarding the child’s development and learning | | | | | | **Assessment of learning** i.e. additional observations to assist in   assessing capabilities and next steps in development | | | | |
| **Behaviour** – cooperation, emotional regulation, physical   regulation, response to trauma | | | | | | **Program design and planning** - planning inclusive adaptions to   programs that support the needs of all children | | | | |
| **Physical skills** – fine motor  large muscle | | | | | | **Coaching & mentoring** – modelling of specific inclusion strategies, team   approaches, reflective practice | | | | |
| **Cognitive development** – concentration, concepts, learning & play | | | | | | **Equity, diversity & inclusion** – supporting understanding of rights,   diverse needs & circumstances; information and support relating to   inclusion funding; promoting inclusive communities | | | | |
| **Social** engagement, interaction skills, awareness | | | | | |
| **Communication** – speech articulation, vocabulary development,   verbal interaction, pragmatic skills, confidence to speak | | | | | | **Partnerships with families** – responding to parent concerns, strengthening  partnership, communicating concerns, co-design of planning | | | | |
| **Self-help skills** – feeding, dressing, toileting, self-care, safety | | | | | | **Partnerships with professionals** e.g. assistance with Program Support Group   meetings, assist educators to connect families with referral pathways | | | | |
| **Transition** to kinder or school | | | | | | **Information and resources on specific topics:**  - Second year funding process  - KIS Application   - Other (list) | | | | |
| **Sensory** needs – sensitivity, sensory seeking, sensory avoiding | | | | | |
| **Cultural** inclusion | | | | | |
| **Other need or relevant comments:** | | | | | | **Other** type of assistance requested: | | | | |

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| **PRESCHOOL FIELD OFFICER REFERRAL   A blue logo with a square and a leaf  Description automatically generatedCOnsent form** |
| *The PreSchool Field Officer program is a free program provided by Manningham Council in partnership with   the Department of Education Victoria, providing consultation to your kindergarten for children in receipt of   Kindergarten Funding at that centre.     With parental consent Early Childhood Teachers may refer to the PreSchool Field Officer (PSFO) program  for support, resources, and practical advice to support the access, inclusion and participation of children   in funded 3 and 4 year old kindergarten.   The aim of the PSFO program is to provide support to Early Childhood Teachers to build their capacity to   plan and implement quality early childhood education for all children.*  **Declaration *Prior to signing please read the privacy statement below.***  ☐ I give consent for information regarding my child’s learning and development at kindergarten  to be discussed with the PreSchool Field Officer (PSFO).     Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  **Please return this form** to your child’s kindergarten teacher.   The teacher will forward this permission to the Preschool Field Officer prior to consultation via email:   [psforeferral@manningham.vic.gov.au](mailto:psforeferral@manningham.vic.gov.au)  **Further information** regarding the Preschool Field Officer Program at Manningham   can be obtained by contacting the PreSchool Field Officers on 0407 539 065 or 0499 306 631. |
| PRIVACY STATEMENT   Manningham Council is committed to full compliance with its obligations under the *Privacy and*  *Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic).*  The information requested on this form is being collected by Council for the purpose of supporting your child’s learning, development, and participation in your child’s kindergarten program, through the support provided by the Preschool Field Officer Program to kindergarten teachers.  The personal information collected will be disclosed to the Victorian Government Department of Education, through  their KIMS electronic database (where your child’s data is already entered by the kindergarten) to meet requirements of the PSFO program funding agreement.  In any other case, it will not otherwise be disclosed to other third parties unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the prescribed circumstances.  If the information is not collected, the kindergarten teacher will be unable to consult with the PreSchool Field Officer program in relation to the child.  You may access the information you have provided to Council at any time and make corrections if you believe that the information is incorrect. To obtain a copy of Council’s Information Privacy Policy or Health Records Policy, or to access your personal information please contact the Council’s Privacy officer on the link below: [www.manningham.vic.gov.au/privacy.html](http://www.manningham.vic.gov.au/privacy.html) |