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| **KINDERGARTEN DETAILS** |
| Name of Kindergarten service: |  |
| Telephone: |  | Email: |  |
| Kindergarten Teacher/s: |  |
| Current group: | 3 year old [ ]  | 4 year old [ ]  | Early Start [ ]  | Second year [ ]  | KIS worker [ ]   |
| 2022 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: |  | Parent/Caregiver: |  |
| Email: |  | MOB: | Suburb: |  |
| Gender: | Male [ ]  | Female [ ]  | Unspecified [ ]  | Siblings: |  |
| Date of Birth: |  / / | Birth Country: |  | Aboriginal: | Yes [ ]  No [ ]   |
| Languages spoken at home |  | Torres Strait Islander | Yes [ ]  No [ ]   |
| NDIS access | Yes [ ]  No [ ]   | Other early intervention: | Speech Therapy [ ]  Psychologist [ ]  OT [ ]  Paediatrician [ ]  Other:  |
| Maternal & Child Health | 2 years check [ ]   | 3.5 years check [ ]   | Not attended [ ]  Do not know about this service [ ]   |
|  **REASON FOR REQUEST**  | **TYPE OF SUPPORT REQUESTED**  |
| [ ]  Concerns regarding development | [ ]  Planning & adaptions to program |
| [ ]  Supporting behaviour | [ ]  Onsite observation |
| [ ]  Motor skills – fine [ ]  large muscle [ ]   | [ ]  Support with PSG meetings |
| [ ]  Concentration and engagement | [ ]  Coaching & mentoring |
| [ ]  Emotional regulation | [ ]  Equity, diversity & inclusion |
| [ ]  Speech and communication | [ ]  Partnerships with families |
| [ ]  Sensory needs | [ ]  Partnerships with professionals |
| [ ]  Play skills and learning | [ ]  Resources on: |
| [ ]  Self-help skills |
| [ ]  Cultural inclusion |
| [ ]  Transition to school |
| [ ]  Nutrition and health | [ ]  Other |
| [ ]  Other |

**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

**Further information** regarding the Preschool Field Officer Program at Manningham can be obtained by contacting Council 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)