

Preschool Field Officer Request Form 2024



Preschool Field Officer service

The Preschool Field Officer (PSFO) service is a targeted and time-limited capacity-building program. All Victoria state-funded kindergarten programs are eligible to receive the PSFO service to support the access, inclusion and participation of children with additional needs in a kindergarten program.

PSFOs do not directly deliver intervention to a child within the kindergarten setting but act as a coach to the early childhood teacher. **The teacher(s) at the kindergarten service are the focus of the PSFO support.** While there needs to be a specific child referred, the purpose of the support is to guide and coach the teacher, to ensure they have the confidence and skills to best support the needs of the individual child.

Eligibility

An early childhood teacher can access inclusion support from the PSFO service if the following criteria are met:

1. A child with additional support needs is **currently accessing a state-funded kindergarten place at the service.**
State-funded kindergarten places include:
 - 4-year-old state-funded kindergarten
 - 3-year-old state-funded kindergarten
 - Early Start Kindergarten
2. The state-funded kindergarten service is not currently receiving capacity-building support from the child's Early Childhood Early Intervention (ECEI) professional
3. The PSFO service receives a request form from the child's state-funded kindergarten service, which has been **completed by the child's early childhood teacher and signed by the child's parent/guardian.**

Privacy

Monash City Council ("Council") collects personal information via this form for PSFO service administration and related purposes, which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you refuse to supply the requested information, we may not be able to process your service request. You may gain access to your personal information by contacting Council's Privacy Officer via email at legal@monash.vic.gov.au

Please note: This form may be emailed from the Early Childhood Service to Council. Email is inherently insecure. Should you have any concerns, please contact Council to arrange an alternative method of delivery.

Submission

Please ensure that **all sections** of the request form have been completed (preferably, electronically) and then send it to PSFO@monash.vic.gov.au

If you have further inquiries regarding the Monash PSFO service, please phone 9518 3555 to speak with a Monash Preschool Field Officer.

STATE-FUNDED KINDERGARTEN PROGRAM

Service		Teacher	
Phone		Email	
Teacher's experience (years)	<input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-9 <input type="checkbox"/> 10+ <input type="checkbox"/> 15+ <input type="checkbox"/> 20+ <input type="checkbox"/> 30+		
Planning day	<input type="checkbox"/> Varies <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
Kindergarten Program	Group Size: The number of educators:		
Current supports	<input type="checkbox"/> School Readiness Funding (SRF) <input type="checkbox"/> State Kindergarten Inclusion Support (KIS) <input type="checkbox"/> Federal Inclusion Support Funding (ISP) <input type="checkbox"/> Early Childhood Intervention Services (ECIS) <input type="checkbox"/> Other:		

TEACHER DECLARATION

I have discussed the PSFO service and the request with the child's parent/guardian.
 I have obtained signed consent from the child's parent/guardian.
 I have provided a copy of the completed request form to the child's parent/guardian and retained a copy.

Full Name (PRINT):

Signature:

Date:

CHILD DETAILS

First Name		Surname	
Date of Birth		Gender	<input type="checkbox"/> Boy <input type="checkbox"/> Girl <input type="checkbox"/> Prefer to self-describe:
Country of Birth		Languages	
Indigenous status	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither		
Kindergarten funding	<input type="checkbox"/> 3-year-old <input type="checkbox"/> 4-year-old	<input type="checkbox"/> Second Year <input type="checkbox"/> Early Start Kindergarten	
Attendance day/s	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Arrival			
Departure			

PARENT/GUARDIAN CONSENT

I acknowledge that the details I provide on this form may be collected and disclosed to the Victorian Department of Education ('the department') for specific purposes, including for the department's auditing, monitoring, and reporting. I also understand that some of the information provided on this form will be stored on an electronic database, as required by the department funding agreement.

To assist in supporting the child's needs at the kindergarten, I give permission for the PSFO to observe the child in the kindergarten program, exchange information with the child's kindergarten and exchange information with other children's services within the City of Monash. I understand that if this information is not collected, the PSFO will be unable to observe the child.

Full Name (PRINT):

Relationship to child:

Signature:

Date: