

Referral Form to Merri-bek City Council's Preschool Field Officer Program

Confidential



Merri-bek
City Council

Referring service

Name:	Date of referral:
Position:	Service name:
Address:	
Telephone:	Email:
Signature:	Date:

Child's details

First name:	Surname:
Date of birth:	Country of birth:
Aboriginal and/or Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No	Language/s spoken at home:
Home address:	
Date the child started at the service:	
Does the child have any allergies, illness or history of hospitalisation?	
Has the child attended their 3.5-year-old assessment with the Maternal and Child Health Nurse?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Reason for referral

Comments:

Session times and days at kindergarten

3-year-old kindergarten 4-year-old kindergarten ESK **Funded kindergarten year** _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

Merri-bek Preschool Field Officer contact:

T: 9240 2314

E: psfo@merri-bek.vic.gov.au

Parent/Guardian 1 Details

First name:

Surname:

Relationship to child:

Telephone:

Residential address:

Email:

Country of birth:

Language/s spoken:

Parent/Guardian 2 Details

First name:

Surname:

Relationship to child:

Telephone:

Residential address:

Email:

Country of birth:

Language/s spoken:

Family background and important information

E.g. Who lives in the house and what are the ages of any other children in the family?

Other agencies supporting the family

E.g. Maternal & Child Health, Early Childhood Intervention Service, NDIS, Paediatrician, Family Support Agency.

Please provide the contact name and number:

Authorisation

Parent/Guardian Signature:

Date:

I hereby authorise the Preschool Field Officer to visit my child within the program they are attending and to contact the above agencies if additional information is required.

I give permission for this referral form to be shared with other children's services within the Merri-bek Children's Services Unit. Yes No

Please return this form to the kindergarten teacher or to Merri-bek City Council

Email to: psfo@merri-bek.vic.gov.au

Mail to: Preschool Field Officer
Merri-bek City Council
Locked Bag 10
Brunswick Victoria 3056
Please mark the envelope as confidential.

Child Safety Commitment Statement

Merri-bek City Council is committed to being a Child Safe Organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. You can read more about our Child Safety Commitment Statement at merri-bek.vic.gov.au/child-safe

Interpreter Service

If you require assistance with any information in this application form, please contact your relevant language telephone listed below.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751
			普通话	Chinese (Simplified)	9280 0750

National Relay Service:
13 36 77 or relayservice.com.au

Privacy Information

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. Your details may be collected and disclosed to the Department of Education and Training (the department) for specific purposes, including for the department's auditing, monitoring and reporting. The personal information requested on this form is being collected by Merri-bek City Council and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may be disclosed to early years services for potential enrolment and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your child cannot be referred. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact **Council's Preschool Field Officer** on **9240 2314** or psfo@merri-bek.vic.gov.au or the **Privacy Office** on **9240 1111** or privacyofficer@merri-bek.vic.gov.au

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