

Preschool Field Officer Request Form 2025

Preschool Field Officer service

The Preschool Field Officer (PSFO) service is a targeted and time-limited, capacity-building program. All Victorian 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, completed by the child's early childhood teacher and signed by the child's parent/guardian.

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.

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.

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STATE-FUNDED KINDERGARTEN PROGRAM	
Service name	Teacher
Phone number	Email
Teacher experience	<input type="checkbox"/> 0y <input type="checkbox"/> 1-2y <input type="checkbox"/> 3-5y <input type="checkbox"/> 6-9y <input type="checkbox"/> 10+y <input type="checkbox"/> 15+y <input type="checkbox"/> 20+y <input type="checkbox"/> 30+y
Planning day/s	<input type="checkbox"/> Varies <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Group details	Name: Size: <input type="checkbox"/> 0-11 <input type="checkbox"/> 12-22 <input type="checkbox"/> 23-30 <input type="checkbox"/> 30+ Mixed age (combined 3's and 4's): <input type="checkbox"/> Y <input type="checkbox"/> N
Support requests	<input type="checkbox"/> Observational visit <input type="checkbox"/> Funding application <input type="checkbox"/> Referral pathways <input type="checkbox"/> Parent-teacher meeting <input type="checkbox"/> Information and strategies <input type="checkbox"/> Program planning <input type="checkbox"/> Resource development <input type="checkbox"/> Transition support

CHILD'S DETAILS (KINDERGARTEN INFORMATION MANAGEMENT SYSTEM)	
First name/s	Last name
Gender	Date of birth
<input type="checkbox"/> Boy <input type="checkbox"/> Girl <input type="checkbox"/> Prefer to self-describe:	
Main language	Country of birth
Indigenous status	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither
State funding	<input type="checkbox"/> 3-year-old <input type="checkbox"/> 4-year-old <input type="checkbox"/> Second Year <input type="checkbox"/> Early Start Kindergarten
Session days	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Start time	
Finish time	

TEACHER DECLARATION		
I have read and understood the eligibility requirements outlined on the cover page. 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.		
Full Name (PRINT):	Signature:	Date:

PARENT/GUARDIAN CONSENT	
I acknowledge that the details 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: