

# Referral Form to Moreland City Council's Preschool Field Officer Program

Confidential



Moreland  
City Council

## Referring service (if applicable)

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 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

Kindergarten child is attending:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

Contact a Preschool Field Officer:

T: 9240 2314 9240 1256  
E: psfo@moreland.vic.gov.au

Feedback? Please contact - Early Years Coordinator:

T: (03) 9240 2333  
E: spatitisa@moreland.vic.gov.au

Parent/Guardian 1 Details	Parent/Guardian 2 Details
First name:	First name:
Surname:	Surname:
Relationship to child:	Relationship to child:
Telephone (home):	Telephone (home):
Telephone (mobile):	Telephone (mobile):
Telephone (work):	Telephone (work):
Residential address:	Residential address:
Email:	Email:
Country of birth:	Country of birth:
Language/s spoken:	Language/s spoken:
Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Language required:	Language required:

Family background and important information	Other agencies supporting the family
Who lives in the house and what are the ages of any other children in the family?	<b>E.g. Maternal &amp; Child Health, Early Childhood Intervention Service, NDIS, Paediatrician, Family Support Agency.</b> Please provide the contact name and number:

Authorisation	Please return this form to the kindergarten teacher or to Moreland City Council
<input type="checkbox"/> 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. Parent/Guardian Signature: Date:	<b>Email to:</b> psfo@moreland.vic.gov.au <b>Mail to:</b> Preschool Field Officer Moreland City Council Locked Bag 10 Moreland VIC 3058 Please mark the envelope as confidential.

**Privacy Information**

Moreland 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).

The personal information requested on this form is being collected by Moreland City Council for early childhood consultancy 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 for early childhood consultancy.

You can gain access to your personal information you have provided to Moreland City Council and if you wish to alter it, please contact Council's Preschool Field Officer on 9240 2333 or psfo@moreland.vic.gov.au or the Privacy Officer on 9240 1111 or privacyofficer@moreland.vic.gov.au.

**Interpreter Service**

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

**Moreland Language Link**

廣東話	9280 1910	عربي	9280 1913
Italiano	9280 1911	Türkçe	9280 1914
Ελληνικ	9280 1912	Tiếng Việt	9280 1915
हिंदी	9280 1918	All other languages 9280 1919	
普通话	9280 0750		
ਪੰਜਾਬੀ	9280 0751		

<b>Contact a Preschool Field Officer:</b> T: 9240 2314 9240 1256 E: psfo@moreland.vic.gov.au	<b>Feedback? Please contact - Early Years Coordinator:</b> T: (03) 9240 2333 E: spatitissas@moreland.vic.gov.au
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