Pre School Referral Flowchart

Preschool identifies developmental concerns:

Complete PSFO Referral

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Email referral to PSFO Intake
PSFO@stlukes.org.au

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On receiving referral:
1. Intake will contact Preschool to complete Initial Needs Identification form
2. This will identify the Preschools immediate needs based on priority list.
3. The preschool will be contacted and the referral will be distributed to PSFO

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Intake worker to contact and resource preschools on all non-urgent referrals.
1. Support 2nd year documentation
2. Transition to primary school
3. Referral to other service
4. Seeking resources
5. Program support

PSFO to contact the preschool and book a visit

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Referral processes

1. Referrals across the region to be emailed to PSFO@stlukes.org.au
2. Preschool will be emailed acceptance within 5 days of receiving referral.
3. Intake to make contact to complete a Initials Needs Identification form within 7 days of receiving the referral, this will identify immediate concerns for each Preschool
4. The referral then to be triaged and immediate needs to be planned by the PSFO team
5. An email to be sent to Preschool identifying their immediate needs along with a plan of action and a timeframe as to when the team will be in contact with the preschool.
6. Priority Referrals please refer to the priority list below the Preschool will be contacted and a visit booked by the PSFO.

Priority List:

1. Children who are at direct harm to themselves or others within the preschool
2. Families who are in direct harm to themselves or their child.
3. Children of Aboriginal or Torres Strait Islander origin.
4. Children needing support for a diagnosis
5. Vulnerable or disadvantaged families
6. Children with two or more developmental concerns.

All other Referrals

1. Support 2nd year documentation
2. Transition to primary school
3. Referral to other service
4. Seeking resources
5. Program support