

Inclusion Support Program (ISP)

Request For Service

PLEASE COMPLETE ALL DETAILS: To be completed by service

Name of eligible education and care service:

Street address:

Telephone: _____ Fax no: _____

Email: _____

Name of Person Requesting Support: _____ Position: _____

Service Type:

Long Day Care	Family Day Care	Occasional Care	Mobile Services
Before School Care	After School Care	Vacation Care	

Please indicate below your service needs for inclusion support:

Disability	Disruptive behaviour
High medical needs	Assistance with inclusive programmings
Aboriginal and Torres Strait Islander child	Access to specialised equipment*
Culturally and Linguistically Diverse child	<small>*Requests for specialist equipment must be accompanied by the Specialist Equipment Request Form.</small>
Language and speech delays	Refugee/humanitarian status
Advice and support*	Strategic Inclusion Plan (SIP)

Are you 'Working Towards' or below in the following NQS Quality Areas?

Quality Area 1	Quality Area 3	Quality Area 5	Quality Area 6
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Name of Director/Co-ordinator: _____

Signature of Service Representative: _____ Position: _____

Please return this form by email to: inclusion@gowriesa.org.au or fax: (08) 8125 6644
*Service or individuals only requesting advice and support, please submit this page only.

Inclusion Support Program (ISP)

Further Details & Parent Guardian Information

PLEASE COMPLETE ALL DETAILS: To be completed by families

Child's Details:

Surname: _____ Given Name/s: _____

Date of Birth: _____ Nationality/s: _____

Language/s spoken: _____

Description of child's additional needs/ Diagnosis (If applicable):

Days of Attendance:

Monday

Tuesday

Wednesday

Thursday

Friday

Parent/Guardian(s) Details:

Full Name: _____ Full Name: _____

Phone: _____ Phone: _____

Relationship to child: Parent Guardian Relationship to child: Parent Guardian

Other: _____ Other: _____

Parent/Guardian Consent to Release Form

Your personal information may be used by the Inclusion Agency Gowrie SA for the purpose of providing support to the education and care service to include your child in the program.

We will only disclose your personal information where it is necessary for the purposes of providing services to benefit your child in complying with our legal obligations.

You may request access to your personal information and request that it be corrected at any time.

Gowrie SA abides by the SA Government Information Sharing Guidelines (ISG) for Promoting the Safety and Wellbeing of Children, Young People and their Families. This means we will work closely with other agencies to coordinate the best support for your child in the service.

If you wish to request access to or correct your personal information, or if you have any queries regarding the Privacy and Confidentiality Policy, please contact your education and service Director/Manager/Leader to facilitate this request.

- I agree to the education and care service discussing information about my child in order to provide the Inclusion Support Program.
- I agree to the Inclusion Agency - Gowrie SA discussing strategies with educators to assist with the inclusion of my child into the education and care environment.
- I give permission for the Inclusion Agency staff to liaise with other services/agencies that are supporting the care of my child (e.g. Therapists working with our family).

Name of child: _____ Date of birth: _____

Name of education and care service: _____

Signature(s) of parent/guardian: _____ Date: _____

Gowrie SA Inclusion Agency of SA

Information for Families

Inclusion is important - Everyone Benefits

Every child has the right to be included. Through true inclusive practice, educators are able to provide opportunities for children to develop and learn skills through playing alongside their same-age peers and provide opportunities for children to build confidence and a sense of self and belonging to a group.

When a child is included, you will notice how they can confidently engage in play with peers and are supported to explore their worlds to make new discoveries. You will see them being encouraged to build independence and self-help skills and to take part in the program. They will develop a sense of who they are, and of belonging within the group.

Parent Consent Forms

There are two parent consent forms that you may be asked to fill out and sign. They each have a different purpose.

1. Gowrie SA Inclusion Agency (IA) Request For Service

Provides permission for educators to share information about your child with an Inclusion Professional and discuss strategies to support your child/ren.

2. Department of Education, Skills and Employment (DESE) Consent – Permission to share personal information for the purposes of the Inclusion Support Program

Provides permission for information about your child to be included in any applications made by the service to access Inclusion Development Funding on the Australian Government Department of Education, Skills and Employment Inclusion Support Portal.

What is an Inclusion Professional?

Gowrie SA Inclusion Professionals (IP's) provide free advice and support to eligible early childhood education and care services, including Centre-based Day Care, Outside School Hours Care and Family Day Care services. This support is provided when requested by the service. IP's help educators to develop a Strategic Inclusion Plan (SIP) which identifies both barriers to children's inclusion and strategies to overcome them. The SIP is not focused on your child alone but also identifies the inclusion needs of all children in the room and how educators can support them.

What does an Inclusion Professional do?

IP's support educators to critically reflect upon policies and practices, and identify opportunities for positive and effective changes to be made and identify any resources they may require to achieve this. They also provide access to the specialist equipment library. IP's will provide tailored advice and support that is practicable to the educators as they build their understanding of inclusion. They can also engage educators in networking opportunities. Finally, they can work with services to apply for funding support relevant to the service's needs to support all children within the room.

What doesn't an Inclusion Professionals do?

IP's roles are not to assess or work with individual children to determine disabilities. They do not provide services with access to specialist equipment required for ongoing therapy needs. This also relates to instructing service's on what resources they must use. The IP will also not complete funding applications for a service.