

## About our early childhood education and care (ECEC) service

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Your ECEC service could use this document:

- To provide information to a health or community service about how to work with your ECEC service
- When you make a referral about a child to a health and community service.

**Name of ECEC service: (address, phone number, email and website)**

### **Overview**

Can you provide a brief introduction to your ECEC service? (e.g. location, number of children, general support needs)

Who are the key contact staff members, including the first point of contact?

What are your ECEC service's values?

What are your ECEC service's hours of operation?

When is the most appropriate time to contact your ECEC service and how?

### **ECEC service support services**

What type of support services are currently available to children and families within your ECEC service? (e.g. psychologist, occupational therapist, speech pathologist and other relevant professional services)

Who is the best contact in your ECEC service about children's mental health and wellbeing?

What supports are currently available in your ECEC service for children and families? (This could include the length and frequency of services provided.)

At our ECEC service we have room for:

- Individual sessions with children
- Family meetings
- Case conferences
- Groups

If a program or service is offered at your ECEC service, are educators available to provide support to establish or facilitate it?

Are there Commonwealth, state and territory department or sector directives or expectations about referrals?

### How to contact us

What is your preferred way to maintain contact with health and community service professionals? Are there times that are more or less suitable? (e.g. email, telephone and joint meetings; first and last weeks of terms are not suitable)