



Provider Ordering Guidelines

The EBC model is built upon strong relationships with our Partner Agencies. Through this collaboration we “help the helpers” in giving the Partner Agency essentials to help vulnerable kids and families thrive.

The EBC staff, along with hundreds of volunteers each month, work tirelessly to receive, sort, and prepare thousands of items donated from the community. In addition, **many items are purchased by EBC** to make sure kids have ALL the essentials (e.g. diapers, wipes, formula/baby food, Pack n Plays, and car seats). In order to maximize our resources and continue to provide the items you most need, we ask that you keep in mind the following ordering guidelines.

Available per Child or Season	Available Weekly or Monthly
<ul style="list-style-type: none"> ✓ Big Bundle - Order once per season or if child grows to next size mid-season. (Typically order 2-3 Big Bundles a year per child.) ✓ Layette for Infants - Order once for a newborn then switch to ordering Big Bundles as child grows. <ul style="list-style-type: none"> ○ Layette can be ordered any time after the start of the third trimester. ✓ Newborn Baby Equipment - EBC recommends placing an order 3 weeks prior to mother’s due date. ✓ Pack-N-Play – One per child. ✓ High Chair – One per child. ✓ Stroller – One per child. ✓ Car Seat - Order one per child per type of car seat. <ul style="list-style-type: none"> ○ Typically, a child will need 2 car seats as they grow– a Convertible followed by a Booster Seat. ✓ School Backpack w/ supplies – generally one per child at start of the school year. 	<ul style="list-style-type: none"> ✓ * Baby Food – an order includes 12 jars of baby food. Typically, one order per child per week. ✓ * Formula – an order includes 1 can of formula. Typically, one can per child per week. ✓ Diapers – an order includes 25-40 diapers, approximately a week’s worth of diaper changes. ✓ Clothes – Specific Item - (e.g. boys’ shirts.) ✓ Any of hundreds of items on inventory list

Layettes include:

Typically has **100+** items – A “starter kit” for a newborn!

- 18 outfits
- 9+ Sleepers
- 10+ Undershirt/onesies
- Shoes/socks
- Coat and sweater
- Bunting (winter)
- Set of receiving blankets
- Swaddle or sleep sack
- Bibs and Burp cloths
- Bottle & Feeding Info
- Nursing Pads
- Soap, Shampoo
- Towel, Wash cloths
- Board Book
- And Much More!

Big Bundles include:

Typically **50+** items - varies with season:

- Long and Short Sleeve Shirts
- Pants or Shorts
- Sweater/Sweatshirt
- Shoes/Socks/Undies
- Toys/Books/Games
- Dental Supplies
- Coat
- And Much More!

**EBC encourages Providers to assist their clients in maximizing access to community programs, e.g. WIC, prior to ordering from EBC ultimately promoting self-sufficiently and independence. WIC is a program for pregnant women, new moms and kids under 5 providing food and nutrition for the whole family! Many working families qualify (annual income under \$44,863 for family of 4). Call 1-800-322-2588.*

Did you know WIC Provides 9 cans of Formula a month?