

## Eastside Baby Corner Access

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### **Overview:**

Eastside Baby Corner (EBC) is a local organization that provides local families with basic needs like formula, clothes, diapers and more!

### **Procedure:**

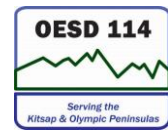
Each family should receive an orientation to EBC so they understand the program and its benefits. In addition, since EBC works with many area organizations that may share the same families, it is important to find out if the family is receiving services from a different organization. If they are receiving benefits from elsewhere, they may choose which organization to receive benefits from however contact with Family Services Manager prior to benefits is required in order to ensure duplication of services and coordination with partner agencies is completed. Some local agencies that offer EBC services in Kitsap County are Holly Ridge Center, Health District and Kitsap Community Resources.

### **Field Order Form:**

Each family (with staff support) will need to complete this form every time there is an order for a family. This form must be completed in its entirety for each order. The intention of this form is for staff to fill it out WITH the family. Ensure that you read and ensure families understand that statement on the bottom of the form: "By providing this information I acknowledge that I have given permission to have this information entered into the secure EBC Ordering System as it is required to complete this order." You will initial on the bottom of the form with the caregiver initials in order to receive the order. The bottom of this form may also be used to add additional notes such as "child's favorite color is green". EBC will do their best to fulfill their needs.

### **Ordering:**

Once you have completed the entire form, please email the form to the appropriate connection. EHS will send the request to Tammy Skaggs, HS/ECEAP will send theirs to Brooke Davis and Erin Schafer via email. If the family expresses a need for something that is not available on the list, please make note of it. It may not be available or if EBC sees frequent orders for an item they do not have, they may be able to order it in the future. Some examples could be special hair care or hygiene products that your family requests. Staff will submit the Field Order form and the EBC Item Catalog (as needed) for the order. If there is any part of these documents incomplete, it may delay your family from receiving the order. Depending on the day the order is submitted on-line, it may take up to two weeks to receive the materials.



## **Picking Up Orders:**

Currently because of COVID-19, supervisors or admin staff will be picking up EBC orders on Thursdays. West Sound EBC is located at 1463 NE Dawn Road, Suite B Bremerton, WA 98310 to pick up items at the HUB. Items will be picked up at the available time slot. There will be an email to all staff with orders for pick up from the OESD during certain times. If direct services staff are not able to pick up the materials, they will work with their supervisor to find a more appropriate time. This pick up location follows Central Kitsap School District for emergency weather or closures so if Central Kitsap District is closed, there will be no pick up that day. They are open 50 weeks a year and closed for last 2 Thursdays in December. If there are large orders that may not fit in your vehicle, please coordinate with Family Services Manager, supervisor and/or peers prior to pick up with plenty of notice. Pick up days are very busy for the staff at the HUB so please be organized and ready to check in with the desk and sign off on your items. This is a very valuable partnership. Pick up is NOT the time to add any items or make additional requests.

## **Forms to Complete for Each Order:**

- Field-Order Form-in its entirety
- EBC Item Catalog-this document does not have to be completed with each order. It can be used in addition to the Field Order Form as needed. This document is updated regularly, please only print as you need to fill an order. Highlight the items needed.

## **Additional Important Notes:**

EBC ordering is not about fulfilling future orders. For example: If the infant is 6 months old, placing an order for 12-month clothing in preparation for the child in 6 months is not how the system works. This is about current needs of both child and family.

It is recommended by EBC that newborn equipment orders are placed about a month prior to the parent's due date.

There are several items that may only be ordered 1 time: Pack-N-Play, High Chair, Car Seat.