



## **Baby Pantry Guidelines**

The Baby Pantry serves Gratiot County residents with children 0-5 years of age.

### ***Registration***

The custodial parent or guardian must complete registration paperwork during the first visit. Clients will be required to update their information 1 year from their original registration date to ensure information is accurate and policies are being followed. Car seat safety inspections are recommended each year as a safety measure.

Clients will need to provide identification, proof of residency, and proof of guardianship to register. No income requirement is necessary.

Client files will be considered “inactive” if they have not visited for 1 year, and “closed” if they have not visited in 2 years. To become “active,” clients will need to complete new paperwork.

Items can only be picked up by the custodial parent(s), guardian(s), or other identified adult listed on the Registration Form.

### ***Order Pick-Up***

Orders are available for pick-up Wednesdays from 11:00 a.m.-3:00 p.m. Other times may be coordinated as needed; contact a Child Advocacy staff member or Baby Pantry volunteer to arrange a pick-up time.

Orders cannot be held for more than 1 week. Only 1 order can be picked up each week; i.e. a client cannot pick up multiple weeks’ orders at 1 time.

Follow instructions listed on Online Order Form; some sections require additional information from clients; i.e. weight of child for sleep sack.

### ***Expectant Mothers***

Maternity clothing is available to mothers in any stage of pregnancy. Mothers in their second trimester are eligible to receive baby clothing. Mothers in the third trimester are eligible to receive diapers, books, toys, and equipment. Once baby is born, the child will qualify for remaining available items; i.e. baby can only receive formula and food items once born, etc.

### ***Diapers***

1 package of 20 diapers per child registered with the program. Volunteers document amount on the Register.

### ***Formula and Food***

Available once every other week as needed: 1 can per child aged 0-12 months. Volunteers document amount on the Register.

Available once each week as needed: 6 jars of baby food per child aged 0-12 months; 1 cereal per child aged 0-12 months. Volunteers document amount on the Register.

Available once each week as needed: 7 snack/food items (limit of 1 box of cereal) for children age 1-5 years. Volunteers document amount on the Register.

### ***Clothing, Equipment, and Miscellaneous Items***

Limitations for these items are listed on Baby Pantry Register provided during each visit.

### ***Loss of Privileges***



Any client found to be selling items obtained from the Baby Pantry will immediately lose their privileges. Volunteers monitor Facebook sales sites, Craigslist, and other selling websites.

Failure to follow amount limitations on food, diapers, clothing, and other Baby Pantry items will result in loss of privileges.

Clients found to be taking items for a child not listed on their Registration Form will result in loss of privileges.

Falsifying Baby Pantry documents will result in loss of privileges.

Failure to follow Baby Pantry procedures will result in loss of privileges.