**To make a referral to Baby Basics Sheffield please complete the form below for all items that you are requesting and email it to** [**sheffield@baby-basics.org.uk**](mailto:sheffield@baby-basics.org.uk)

**Once we have received and processed your referral, we will send an acknowledgment of this confirming that we will have it ready for collection on the date you have provided.**Please include all extra info requested beside each item so we can process your referral efficiently.   
Please also include a collection date;

* Collection date must be **Mon-Thurs** at least **2 weeks** after the referral date.
* If a collection date is not provided on the form, we will not process it until we have this.
* We pack your items the day before you are due to collect as we have limited storage for these items.
* If we have to request more information and do not receive this before the items are due to be packed, then this collection date may be delayed.
* If you become aware that you will not be able to collect on the scheduled day then please **let us know** asap.
* If your items are not collected on the date you specified, then we will hold these for **1 week**. If they are not collected at that point we will unpack them and you will have to re-refer.

**If your request is more URGENT then please call us on 0114 2787262 to make the referral by phone so we can arrange an earlier collection date.**

**Referral info**

|  |  |
| --- | --- |
| Referrer Name |  |
| Referral Organisation  (and Team if applicable) | e.g Midwife East Team |
| Referrer Mobile Number |  |
| Family Name | e.g. B. Millward or Bethany Millward |
| Family Postcode Area | e.g. S10 |
| No. of Children in family Only include children requesting items for |  |
| Date Referral Made |  |
| Date Collecting | (asap/when ready will NOT be accepted – see info above re collection date) |
| **NB -** **Collection date must be Mon-Thurs at least 2 weeks after referral date.** If your request if more urgent then please call us on 0114 2787262 so we can arrange an earlier collection date. | |

**See below for all requestable items on the following pages;**Please place an **X** in the box to the left of any items you are requesting and include any additional info requested in the following box.

**Page 2**

- Items for expected or newborn baby

- Bottle feeding products

**Page 3**

- Nappies

- Clothing & Shoes for age 0-5yrs

**Page 4**

- Toiletries for whole family

- Toys for Children age 0-5yrs

- Other items

**Page 4**

**Page 5**

- Beds

**Page 6 & 7**

- Equipment

- Seasonal Gifts (Mother’s Day, Easter Eggs, Eid, Diwali, Hanukkah, Christmas)

**Items for expected or newborn baby 0-4mth:**

|  |  |  |
| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Moses basket starter pack** (delete gender as appropriate) (includes clothing, bedding, towel, muslins bibs etc. nappies & toiletries for mum + baby) |  | Boy/Girl/Neutral  Due date/Age:  Mum – Afro/Not Afro/unknown |
| **Starter pack no basket** (delete gender as appropriate) (includes all items from moses starter pack above but packed into bags if a basket/bath is not needed) |  | Boy/Girl/Neutral  Due date/Age:  Mum – Afro/Not Afro/unknown |
| **Empty Moses Basket** (delete gender as appropriate and if bedding is needed) (just the basket, no clothing etc. bedding would include sheets, blankets and sleeping bag) |  | Boy/Girl/Neutral  Bedding/No bedding |
| **Playgym/Playmat** (if available) (include due date/age & gender if not already stated) |  | Boy/Girl/Neutral  Due date/Age: |
| **Bouncy Chair** (if available) (include due date/age & gender if not already stated) |  | Boy/Girl/Neutral  Due date/Age: |
| **Baby Bath** (if available) |  |  |
| **Change Mat** (if available) |  |  |
| **Change Bag** (if available) |  |  |
| **Breast Pump** (if available) |  |  |
| **Sling** (if available) (include due date/age if not already stated) |  | Due date/Age: |

**Bottle feeding:**

|  |  |  |
| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Formula – x2 boxes/tins per referral (*repeat requests can be made monthly)* Brand** (we’ll try to match brand requested; this will not always be possible)  (ready-made will be given as an add-on)  Formula guidelines will be provided with every box given. |  | **Age**: |
| **Bottles (x6)** (please state, if certain types/makes already in use & we’ll try our best to match. Bottle brushes included) |  | **Age**: |
| **Steriliser** (we will aim to match bottles provided to fit steriliser) |  | Microwave/Cold water/Either (*delete as appropriate)* |
| **Steriliser tablets/liquid for cold water sterilisers**  (Milton or other similar brands provided) |  |  |
| **Reminder:** there are other ways to access bottle feeding products, eg. **Healthy start vouchers** <https://www.healthystart.nhs.uk> | | |

**Clothing for Children age 0-5yrs:**

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| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Child 1 Clothing bundle** (delete gender as appropriate & include age and sizes needed) (includes age appropriate coat/snowsuit, outfits & pyjamas plus underwear if available) |  | Boy/Girl/Neutral  Age of child:  Size(s) of clothing needed:  Shoe Size (if requesting shoes): |
| **Child 2 Clothing bundle** (delete gender as appropriate & include age and sizes needed) (includes age appropriate coat/snowsuit, outfits & pyjamas plus underwear if available) |  | Boy/Girl/Neutral  Age of child:  Size(s) of clothing needed:  Shoe Size (if requesting shoes): |
| **Child 3 Clothing bundle** (delete gender as appropriate & include age and sizes needed) (includes age appropriate coat/snowsuit, outfits & pyjamas plus underwear if available) |  | Boy/Girl/Neutral  Age of child:  Size(s) of clothing needed:  Shoe Size (if requesting shoes): |
| **Child 4 Clothing bundle** (delete gender as appropriate & include age and sizes needed) (includes age appropriate coat/snowsuit, outfits & pyjamas plus underwear if available) |  | Boy/Girl/Neutral  Age of child:  Size(s) of clothing needed:  Shoe Size (if requesting shoes): |
| **Child 5 Clothing bundle** (delete gender as appropriate & include age and sizes needed) (includes age appropriate coat/snowsuit, outfits & pyjamas plus underwear if available) |  | Boy/Girl/Neutral  Age of child:  Size(s) of clothing needed:  Shoe Size (if requesting shoes): |

**Nappies:**

|  |  |  |
| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Child 1 Nappies** (delete gender as appropriate & include age & nappy size needed, please include weight of child if known) |  | Boy/Girl/Neutral  Age of child:  Weight of child (if known):  Nappy Size: |
| **Child 2 Nappies** (delete gender as appropriate & include age & nappy size needed, please include weight of child if known) |  | Boy/Girl/Neutral  Age of child:  Weight of child (if known):  Nappy Size: |
| **Child 3 Nappies** (delete gender as appropriate & include age & nappy size needed, please include weight of child if known) |  | Boy/Girl/Neutral  Age of child:  Weight of child (if known):  Nappy Size: |

**Toiletries for the whole family:**

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| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Care Package** (list all members of the family who would like toiletries including ages and genders of all children & if they have Afro hair)  (includes toiletries for the whole family – Afro hair products available if needed) |  | Adults in family:  1. Male/Female Afro/Not Afro/unknown  2. Male/Female Afro/Not Afro/unknown  (add more if needed)  Children in family:  1. Age: Boy/Girl Afro/Not Afro/unknown  2. Age: Boy/Girl Afro/Not Afro /unknown  3. Age: Boy/Girl Afro/Not Afro/unknown  4. Age: Boy/Girl Afro/Not Afro/unknown  5. Age: Boy/Girl Afro/Not Afro/unknown  (add more if needed) |

**Toys for children age 0-5yrs:**

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| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Child 1 Toy bundle** (delete gender as appropriate & include age) (includes age appropriate toys) |  | Boy/Girl/Neutral  Age of child: |
| **Child 2 Toy bundle** (delete gender as appropriate & include age) (includes age appropriate toys) |  | Boy/Girl/Neutral  Age of child: |
| **Child 3 Toy bundle** (delete gender as appropriate & include age) (includes age appropriate toys) |  | Boy/Girl/Neutral  Age of child: |
| **Child 4 Toy bundle** (delete gender as appropriate & include age) (includes age appropriate toys) |  | Boy/Girl/Neutral  Age of child: |
| **Child 5 Toy bundle** (delete gender as appropriate & include age) (includes age appropriate toys) |  | Boy/Girl/Neutral  Age of child: |

**Other Items:**

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| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Birthday Present**  We can provide a gift for children age 0-5yrs for Birthdays |  | Boy/Girl/Neutral  Date of Birthday:  Age of child at Birthday: |
| **Maternity Clothing** (include size needed)  (for pregnant women, includes a selection of tops and bottoms and, if requested, maternity/feeding bras subject to availability) |  | Clothing Size:  Bra size: |
| **Weaning/Feeding Set** (delete gender as appropriate & include age) |  | Boy/Girl  Age: |
| **OTHER** (if available)  Add any other requests not listed that you think we may be able to help with here. Some examples below.  E.g. Some items we may have available to be requested but cannot be guaranteed: Push along walker, scooter, potty, toilet seat, toddler reins, safety latches/corner covers, rucksack, towels, infacol, vaporub/vapobath, suncream, breastmilk storage bags, dummies, nipple shields, thermometer, bladder weakness pads, tampons.  This list is not extensive, feel free to add other requests. |  |  |

**Beds:**

All beds can be made available sooner than our usual 2 week referral time by request: please make this clear on your referral form.

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| --- | --- | --- |
| **Cot-bed** (4mth-3yrs) (delete gender as appropriate & include age)(If a family needs a smaller cot (120cm x 60cm) due to lack of space. These will be provided with a mattress and age appropriate bedding)  Cot-bed size 140cm x 70cm |  | Boy/Girl  Age:  (*Optional*) **Smaller cot (120cm x 60cm) needed due to lack of space?** (write **Yes** here if needed) |
| **Toddler Bed** (2-4yrs) (delete gender as appropriate & include age)(70x140cm mattress size, includes mattress and age appropriate bedding) |  | Boy/Girl  Age:  Where sleeping now: |
| **Mattress: NO bed required** (include size needed from list below)  (only order if ONLY a mattress is needed for a bed that the family already have. All beds provided by us will come with a mattress.)  Small Moses Basket = 65x28cm Large Moses Basket =72x26.5cm Cot = 120x60cm Cot-bed = 140x70cm Toddler bed = 140x70cm |  | Size needed: |
| **Bedding: NO BED required** (delete gender as appropriate & include age and sizes needed) (only order if ONLY bedding is needed. All beds provided by us will come with bedding.)  **Cot = 120x60cm Cot-bed = 140x70cm Toddler bed = 140x70cm Single bedding (for up to 5yrs)** |  | Boy/Girl  Age:  Cot /Cot-bed /Toddler Bed/Single bed |
| **Bed guard** (for single beds) |  |  |
| **For further requests eg. Bunk beds or single bedding (for ages up to 5yrs) please call.** | | |

**Equipment Items;**

For these items you will be added to a **waiting list** and we will let you know when we have one available.

Our waiting lists are limited to a number that we hope means there will be a maximum 6 week wait for items with many being available much sooner than this, but we rely on donations so cannot guarantee any wait times.   
As these lists are capped we may contact you to tell you that a waiting list is closed if we are not able to add you to it.

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| --- | --- | --- |
| **Item requesting** | **X** | **Other required details** |
| **Newborn Pram** (0-6mth)  (delete gender as appropriate & include age) |  | Boy/Girl/Neutral  Due date/Age: |
| **Toddler Buggy** (6mth-3yrs) (delete gender as appropriate & include age) |  | Boy/Girl  Age: |
| **Double Buggy** (2 children between 0-3yrs) (include ages) |  | Child 1 Age/Due date:  Child 2 Age/Due date: |
| **Buggy Board** (2-4yrs) (include age)(attaches to the back of a buggy for a child 2-4yrs to stand on) |  | Age: |
| **High Chair** (6mth-2yrs)(delete gender as appropriate & include age) |  | Boy/Girl  Age: |
| **Car Seat** (0-5ys) **–** We do not have these in stock very often as we can only give these out brand new. We can therefore also only provide one if the family have their own car or regular access to a car to ensure these go to the families who need them most. Please call us to see if we have any available. | | |
| **Safety Gate – Please call on first working day of the month to request these on a first come first served basis.** We can only provide these for children under 2yrs old as all safety gates say in the safety information that they are only suitable for children up to 24mths and for our insurance we must follow this. Over 2yrs a child could climb or push over a safety gate. | | |

**Seasonal Gifts**

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| **Item requesting** | **X** | **Other required details** |
| **Mother’s Day Gift**  These will be available for collection in the 2 weeks before Mothering Sunday each year. |  |  |
| **Easter Eggs** (delete gender as appropriate & include age)  We can provide Easter Eggs for Children ages **2-5yrs**.  These will be available for collection in the 2 weeks before we close for Easter Break. |  | Children in family aged 2-5yrs:  1. Age: Boy/Girl  2. Age: Boy/Girl  3. Age: Boy/Girl  (add more if needed) |
| **Father’s Day Gift**  These will be available for collection in the 2 weeks before Father’s Day each year. |  |  |
| **Eid Gift**  We can provide presents for Children age **0-5yrs** and **Parents** (list all parents and children age 0-5yrs including ages and genders)  These will be available for collection from 2 weeks before Eid. |  | Children ages 0-5yrs in family:  1. Age: Boy/Girl  2. Age: Boy/Girl  3. Age: Boy/Girl  (add more if needed) |
| **Diwali Gift**  We can provide presents for Children age **0-5yrs** and **Parents** (list all parents and children age 0-5yrs including ages and genders)  These will be available for collection from 2 weeks before Diwali. |  | Children ages 0-5yrs in family:  1. Age: Boy/Girl  2. Age: Boy/Girl  3. Age: Boy/Girl  (add more if needed) |
| **Hanukkah Gift**  We can provide presents for Children age **0-5yrs** and **Parents** (list all parents and children age 0-5yrs including ages and genders)  These will be available for collection from 2 weeks before Hanukkah. |  | Children ages 0-5yrs in family:  1. Age: Boy/Girl  2. Age: Boy/Girl  3. Age: Boy/Girl  (add more if needed) |
| **Christmas Gift**  We can provide presents for Children age **0-5yrs** and **Parents** (list all parents and children age 0-5yrs including ages and genders)  These will be available for collection from Dec 1st each year. |  | Adults in family:  1. Male/Female  2. Male/Female  Children ages 0-5yrs in family:  1. Age: Boy/Girl  2. Age: Boy/Girl  3. Age: Boy/Girl  (add more if needed) |