East Missouri Action Agency, Inc.
Head Start

# MONTHLY EDUCATION SUPPLY REQUEST

Center: _____ Date: _____

***ONE REQUEST PER CENTER/NOT CLASSROOM***

*Directions: Write down number of each item needed. Requests need to be turned in by the **25th of each month** in order to ensure delivery during the next month. **If an item is not on this list, it will need to be purchased with classroom money.***

**Crayons (set of 8)** _____regular _____chubby _____multicultural
**Pencils (each)** _____ pencils, regular
**Chalk** _____chalk, 12 pc: white _____ chalk, 20 pc: sidewalk colors
**Markers (set of 8)** _____ basic _____ multicultural

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**Paint:**
_____ red _____ yellow _____ blue _____ green _____ orange _____ purple
_____ black _____ brown _____ white _____ multicultural _____paint cups/lids

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**Construction paper (50 lbs): 9x12, 50 sheets**
*Keep only non-colored paper out on the art shelf unless it is needed for a study topic (which may be child-initiated)*

_____ red _____ yellow _____ blue _____ green _____ orange _____ purple ____multicultural
_____ black _____ brown _____ white _____ pink _____ gray

**Other paper, 500 sheets (ream)**
Printer paper (20 lbs) _____8.5x11
Newsprint paper _____ 9x12 _____12x18
Manila drawing paper _____ 9x12 _____ 12x18
White sulphite (50 lbs) _____ 9x12 _____ 12x18
Finger Paint Paper (70 lbs) _____
Chart tablet, 50 sheets _____ 24x16 _____27x34
Butcher roll (40 lbs), 24x1000 _____ white _____butcher roll cutter, 24" wide

Cover stock, 8.5x11, 50 sheets
*(Purchase yourself – charge to Education - 160)*

MO Licensing
19 CSR 30-62.092 Furniture, Equipment and Materials(2)(A)1: Play equipment and materials shall be clean, in good condition with all parts intact and accessible to children.
*Do you have any items that are not in good condition?*
These need to be removed and we will try to replace them.
***What item(s)?***

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**Miscellaneous**

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| _____ name tags, laminated<br>_____ name tags, pouches<br>_____ name tag clips<br>_____ scotch tape<br>_____library pockets<br>_____ library/index cards<br>_____ bags of sand | _____ paint brushes, chubby<br>_____smocks<br>_____ children's scissors<br>_____ Docubind system (for making books)-book binding, 3/8"<br>_____ laminator | _____ School Readiness Homework green folders<br>_____ self-stick notes, 3"x5", pad of 100<br>_____ bird food (if you have a bird feeder & purchase at Walmart)<br>Clipboards _____6x9<br>Glue _____ gallon _____ small bottles<br>***Wash & refill small bottles. Request small bottles when they are no longer reusable.*** |

Received by: _____ Date: _____ revised 5/2024