



CONTENTS OF LEKOTEK SITE APPLICATION

The application components must include:

1. The mission and purpose of the potential Lekotek (if there is a host agency also include their mission and purpose)
2. Proposed description of the services to be provided by the new Lekotek site. Please comment on each area based on our minimum standards of operation (see Lekotek Minimum Standards for details):
 - A. Clients Characteristics**

Please state the age range and population you plan to serve
 - B. Play Sessions**
 - Please discuss how many families you project you will be able to see in individual family sessions
 - Also, please indicate how many home visits will be offered to those families who either have children who are chronically ill, or who are unable to reach the center because of traveling restrictions. If you are not able to offer home visits please submit an explanation to the National Lekotek Center (NLC) indicating why home visits are not offered to families. Also, please submit guidelines for home visits.
 - Please discuss the hours that sessions and services will be offered.
 - C. Educational and Professional Staff Qualities**
 - Please list the qualifications and experience of the staff person/s
 - Plan for when staff person/s will attend Lekotek Leader Training
 - D. Record Keeping**
 - If you have any forms that you already plan on using please submit them. If you are approved as a site, we will provide you with samples of record keeping documents.
 - E. Toy Tracking System**
 - Please state how you plan to track toys for examples, will you use our ACCESS database system or something similar
 - F. Extra Services**
 - Lekotek sites may offer other complementary services, although these are not required. Examples include, playgroups, support groups, computer programs, and parent resource centers. Please list any you plan on offering. (Once approved, please forward any flyers or brochures about Lekotek and its services)
3. Confirmation and assurance that this Lekotek site will not impede on existing Lekotek and/Compuplay site/s area

National Lekotek Center

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4. A list of potential corporate and foundation support and amount of contributions
5. Prospective financial data, including:
 - Financial audit for previous two years
 - The current year operating budget of the organization for the site
 - A three-year projected revenue/expenditure analysis for the program
 - Working capital (current assets/liabilities) for the site
 - Any additional information that demonstrates a strong financial position to support the new Lekotek program
6. A copy of a certificate of insurance that will cover the Lekotek site
7. A demonstration of the need for Lekotek services. Please include results from needs assessment, including number of surveys distributed and collected and a summary of the results.
8. A time line for developing the Lekotek site

Please enclose a non-refundable application fee of \$250.00 made payable to the National Lekotek Center. Please note, acceptable payment includes, check, money order or credit card (Visa or MasterCard).

Please ensure all the above items are included with your application.

Signature

Date

Title



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