



Lekotek Site Requirements

The National Lekotek Center (NLC) is dedicated to providing quality Lekotek services to children and families with special needs. The NLC holds the trademark on the Lekotek name, its likeness, and its direct service model in the United States. To use the name “Lekotek,” a site must be certified by the NLC. To become a certified Lekotek site, an organization must complete the application process, which includes completing an application, and upon approval, signing a contract with NLC. The legal contract with NLC standardizes the philosophy and high quality of service among all Lekoteks.

All Lekotek/Compuplay sites must comply with the following requirements:

1. Be a not-for-profit organization as defined by the Internal Revenue Code or be affiliated with a host agency that is a not-for-profit/ 501(c) 3.
2. Provide NLC with evidence of a current valid 501(c) 3 status for the center or for the host agency.
3. Provide regular, ongoing services and maintain standards of operation in accordance with those published in the *Lekotek Minimum Standards of Operation*.
4. Ensure that ALL personnel dealing with children and families in Lekotek/Compuplay direct services are certified as Lekotek Leaders by NLC or its agents.
5. Ensure that ALL Lekotek personnel dealing with children and families adhere to the Staff Standards published in the *Lekotek Minimum Standards of Operation* and satisfy the Lekotek Leader requirements or receive approval from NLC after submitting *Lekotek Leader Training Pre-Approval Form*.
6. Agree to inform and obtain approval from NLC before any plans to expand service area/s or establish a satellite site to ensure that the proposed expansion does not impede on existing Lekotek/Compuplay sites or service areas.
7. Agree that the name and service mark “Lekotek” and any other trademarks used in connection with Lekotek play centers for children with disabilities and their families are the property of NLC.
8. Agree that the “Building Block Lekotek logo,” which is a registered service mark of the National Lekotek Center, a division of Anixter Center, must be used on all materials printed or published. Samples of the “block logo” can be requested from NLC.
9. Agree to include “An Affiliate of the National Lekotek Center” on all marketing/published materials.
10. Be current in the payment of annual assessment fees set forth by NLC. Be current with annual assessment fees for satellite/additional sites.

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11. Submit a written and/or electronic annual report containing statistical information on the operations of the site to the NLC using the form provided by the NLC by the stated deadline. If the site receives funding from the Illinois Department of Human Services, agree to submit the necessary report forms from DHS by the stated deadline.
12. Agree that all ideas, inventions or designs developed, created or used under the Lekotek trademark remain the sole property of licensee. NLC has the right to use those ideas, inventions, or designs without restriction or royalty.
13. Maintain insurance coverage throughout the term of the agreement from a nationally recognized insurance company. Each individual Lekotek purchases this coverage; the types of coverage must include normal and bodily injury, property damage, and contractual liability coverage. A certificate of insurance must be filed annually with NLC. National Lekotek Center, a division of Anixter Center shall be named as an additional insured. Evidence of such must also be submitted to NLC annually.
14. Agree to maintain accurate records covering all financial transactions relating to the operation of the Lekotek program.
15. Consent to periodic evaluations by NLC of Lekotek/Compuplay services being delivered at the site.
16. Ensure that at least 25% of the families served reside in the community. The remaining families may be recruited from internal sources/services as published in *Lekotek Minimum Standards of Operation*.
17. Ensure that Lekotek services provide family play sessions
18. Agree to refer potential families to the closest and most appropriate Lekotek site.
19. Agree to complete a family intake form for ALL current families as stipulated in the *Minimum Standards of Operations*.
20. Agree to make Lekotek services available within its geographic territory without regard to socioeconomic background, race, ethnicity, sexual orientation or religion of the clients.
21. Agree to distribute and analyze results from an annual parent satisfaction questionnaire.
22. Establish a Lekotek tracking system as set forth in the *Lekotek Toy Library Resource Guide* or any other system approved by the NLC to be used to maintain its library inventory. The inventory of library materials must be continually assessed for safety, quality and availability as stipulated in the *Minimum of Standards of Operations*.
23. Ensure that all advertising and promotional materials have a high quality appearance and consistency of style that reflect positively on Lekotek and its programs.

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Lekotek Site Requirements ...*(continued)*

24. Agree to comply with Lekotek Communication Guidelines
25. Provide NLC annually or when requested with current copies of all promotional materials, such as brochures, flyers, annual reports and newsletters.
26. Agree to participate actively as a member of the national network of Lekotek affiliates' i.e., have at least one staff person attend annual conferences/regional meetings respond to surveys, share ideas, contribute to newsletters and participate in programs and projects offered by NLC.
27. Provide NLC with current staff information, such as new hires, staff changes and title changes, and contact information, such as address, phone, fax, email and website, within two weeks of any changes or additions.
28. Maintain an active email account for communication with NLC and the network and actively respond to communications from NLC Note: only one email address is needed.
29. Provide a reciprocal web link with the NLC website (for sites that have websites).
30. Understand that failure to comply with Lekotek requirements and standards may result in termination of Lekotek affiliation.
31. Agree that ALL Lekotek Administrators, Coordinators, Leaders/Play Specialists and Compuplay Instructors will annually review and adhere to complying with all the above requirements and be assessed for compliance by NLC.