



Welcome to the Arc

The services provided by the Arc Lekotek program are unique in comparison to other programs because it serves the needs of the entire family. Children with a developmental disability are able to join the program with their family to gain monthly play sessions that help identify the interests and skills of the child, while also integrating them into play with others. During your visit to The Arc Lekotek program, the Lekotek Program Coordinator will model play activities with toys that focus on your child's play abilities. The goal of each play session is the child's enjoyment, while also fostering encouragement for them to take charge of their play and to interact with others.

The play sessions are always centered around your child with a developmental disability, but encourage parents, siblings, and other caregivers to join in the fun! Each play session will end after one hour, and your child will be allowed to select up to six toys to be taken home for play. Toys that are borrowed through the toy lending library of The Arc will be loaned for 4 weeks between play sessions (12 play sessions per membership).

The Lekotek Program Coordinator is a trained professional who has an educational background in special education, or a similar field, with fieldwork experience working with children diagnosed with a variety of developmental disabilities. The Lekotek Program Coordinator has received extensive training in play and family support techniques to support the missions of The Arc Northwest Wayne County and The Arc Lekotek.



www.thearcnw.org



tlamont@thearcnw.org



313-532-8524 EXT 206



7170 N. Haggerty Road

Trey Lamont

Lekotek Play Program Coordinator


The Arc
Northwest Wayne County

Lekotek Membership Rules

Scheduling/Communication



Scheduling play sessions/tours/toy exchanges are all completed through the Program Coordinator's Calendly link. If any immediate changes or concerns need to be addressed please contact the Program Coordinator directly. We understand that last minute emergencies or changes happen and are willing to work with you to reschedule sessions. If you need to reschedule, but need to return toys please communicate with the coordinator to find a time to return the toys appropriately. There may be a waiting list/reservation for that specific item.

Supervision Policy



All sessions are one hour in length. Parents or guardians are required to remain on-site for the duration of the session. Your participation is encouraged as we are an inclusive play program. Siblings are welcome to attend sessions along with additional staff your child may have relationships with (teachers, therapists, etc.). Ask about our bring-a-friend day passes as well! Please understand that while our Program Coordinator is there to guide and supervise sessions, they are not responsible for any individual other than the child who has a membership.

Online Library System



Our online library system helps keep track of toy inventory. This is included in your membership and is a valuable tool to keep track of reservation updates/searching for items/etc. Please ask our Program Coordinator if you need help with the website.

Property Acknowledgement



Participants and their families are expected to treat all equipment and materials with care. Families may be held responsible for intentional damage to program property and inventory. This includes items/structures in our building and ensuring the proper care of our toys when borrowed.

Emergency Situations



A trained staff member supervises all sessions and is certified in CPR/First Aid. In the event of an emergency, staff will respond appropriately and contact emergency services if necessary.

Photo/Media Consent



Photos or videos will only be used for promotional or documentation purposes with parent/guardian consent.

Signature: _____

Date: _____

Lekotek Toy Borrowing Policy:

Families of the Lekotek Play Program:

To manage costs and keep track of toys being loaned to families, there are a few key reminders in place. Each family will be permitted to borrow up to 6 toys each month. Each family may borrow the assigned toys for one month or until the next play session is scheduled in the following month. Families may also borrow a toy for an additional month if there is not a waitlist for the item and at the discretion of the Lekotek Program Coordinator. Please remember that these toys are being borrowed through a toy lending library and should be returned promptly so that they can be utilized with all families.

Additional Reminders:

-  • **Toys should be returned in the proper condition. Any missing pieces or broken items should be communicated with the Program Coordinator and returned immediately. You may be held financially responsible for replacing any damaged items.**
-  • **Children should be supervised while using toys and items loaned out to ensure they are being used appropriately. We also encourage you continue to guide their play even at home to ensure development consistency.**
-  • **After they're done playing with the toys/items please return them to the bag/basket to ensure items don't get lost. You can pull the toys back out when the child is ready to engage in play again.**
-  • **If you would like to extend your loaned toys/items, those arrangements need to be made through the Program Coordinator.**

Lekotek Playroom Policy:

At the Arc of Northwest Wayne County is the Carol Zago Playhouse, where inclusive, sensory-friendly, and development-focused play sessions are conducted. This will be a engaging environment where children and families can explore, learn, and connect through play. To ensure positive success, we ask families to follow the guidelines/expectations listed below:



- **Parents/Guardians/Caregivers are encouraged to stay present, active, and help to supervise their children and families during play sessions. You are the connection between our Lekotek leader and the child. Our staff will provide guidance and support to the child enlisted but are not responsible for others who may come to sessions (siblings, friends, etc.). If you need to step out for any reason, please just communicate this with our team and return as soon as you can.**



- **All Arc equipment must be used in a safe and appropriate manner. For extreme circumstances, unsafe behavior may result in ending a session early. We recognize that behaviors may arise due to sensory, emotional, or behavioral challenges and we will strive to support you through that.**



- **If anyone planning on attending a play session is ill (fever, cough, cold, sneezing, etc.), please contact to reschedule the session.**



- **Food, gum, and candy are not permitted in the playroom. Water is allowed. If your child needs a snack, they should eat it outside of the playroom in our lobby area. They must finish these items before returning to play.**

FAMILY INTAKE FORM

Please complete this form with your family's most current information so that we can best assist with your family's needs through play!

Intake Date: _____ **Intake Location:** _____

Child's full name _____

Child's DOB _____

Guardian's name(s): _____

Guardian(s) Occupation(s): _____

Address: _____

Primary Phone Number: _____ **(City & Zip Code)**

Email: _____

Sibling(s): Y or N

MORE ABOUT YOUR CHILD

In order to be a part of this program, a specific delay/disability must be suspected or diagnosed to become a member. Please list any of these conditions below:

What helps your child feel successful in new environments?

**Anything else that staff should be aware of before participation? Interests?
Strengths/Weaknesses? (Academic, Movement, Sensory-related, etc.)**

Lekotek Membership Policy 2026–2027

Annual Membership Fee: \$50/year
Renewal September 1st of every year

The annual membership for the Lekotek program provides the family with 12 monthly play sessions in a calendar year. Paid annual membership fees will also include annual membership to the Arc of Northwest Wayne County, which can provide additional services to meet each family's individual needs.

Everyone is given one free play session before deciding on membership in the Lekotek Program

Membership Application Form:

Date: _____

DOB: _____

Child's Full Name: _____

Guardian Name(s): _____

Address: _____

City/Zip Code: _____

Primary Phone Number: _____

Photo Release Form

Agreement & Photo Release Acknowledgment

I, _____, as the parent/legal guardian of _____, acknowledge that I have read and understand the policies, procedures, and participation expectations of The Arc Northwest Wayne County Lekotek Toy Lending Program.

I understand that participation in the Lekotek program includes access to toy borrowing services, play sessions, and related program activities designed to support child development, learning, and family engagement.

I agree to borrow, use, care for, and return all toys, adaptive equipment, and program materials in a reasonable and respectful manner. I understand that borrowed materials remain the property of The Arc Northwest Wayne County Lekotek Program and are expected to be returned according to established borrowing timelines and program guidelines.

I understand that families may be held financially responsible for excessive, intentional, negligent, or unreturned damage to borrowed toys, materials, or equipment beyond normal wear and tear.

I acknowledge my responsibility to communicate with program staff regarding lost, damaged, or overdue materials.

By signing below, I acknowledge that I understand and agree to comply with all Lekotek Toy Lending Program policies and participation requirements.

Parent/Guardian Information

Parent/Guardian Name: _____

Child's Name: _____

Signature: _____

Date: _____

Photo/Media Consent

☐ YES, I authorize The Arc Northwest Wayne County and the Lekotek Program to use photographs and/or videos of my child and family for program promotion and related media purposes.

☐ NO, I do not authorize the use of photographs and/or videos of my child and family for promotional or media purposes.

Calendly and LendEngine Information

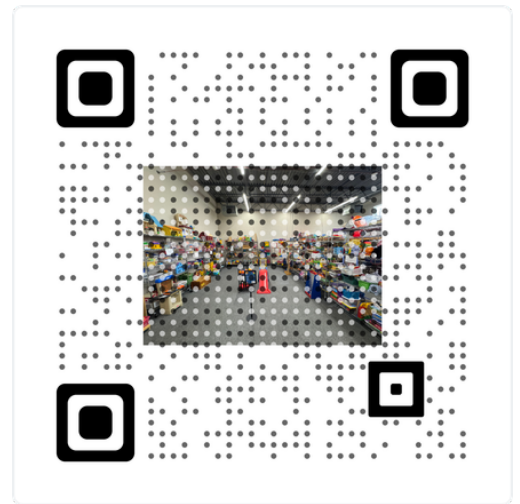
LendEngine (Online Library System)



Our online library system can be accessed by scanning the qr code with your phone's camera.

It has over 1200 items listed! Each item is in a specific category based on its' traits/qualities/purposes.

Once in your information is in our database, you will receive login information to loan out items.



Calendly



Our Lekotek Program Coordinator's availability can be accessed by scanning the qr code with your phone's camera.

You can cancel/reschedule your appointment through the app.

There is a note section for any important information you need to communicate prior to appointments.

