

**GiGi's Playhouse Des Moines  
Adoption Sponsorship Program  
Application Checklist  
page 1 of 2**

**GiGi's  
PLAYHOUSE™**  
Down Syndrome Achievement Centers

[gigisplayhouse.org](http://gigisplayhouse.org)

GiGi's Playhouse Des Moines  
10430 New York Ave Suite A  
Urbandale, IA 50322  
515-252-PLAY

[www.gigisplayhouse.org/DesMoines](http://www.gigisplayhouse.org/DesMoines)



**Our Mission:**

To increase positive awareness of Down syndrome through national campaigns, educational and therapeutic programs, and by empowering individuals with Down syndrome, their families and the community.

GiGi's Playhouse offers more than 25 programs designed by therapists and educators; well versed in best practices for Down syndrome curriculum development.

All therapists and tutors generously provide their services free of charge, and all of GiGi's Playhouse programs are offered free of charge to our individuals and families.

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**Applicant Name:** \_\_\_\_\_

1. **Checklist.** Please include the checklist as the cover sheet to your supporting documents. Please consider this your checklist.

2. **Cover Letter.** Include a brief, typed cover letter on your desire to adopt a child with Down syndrome, and the role that GiGi's Playhouse Des Moines will take in your life once the child has been placed with you.

3. **Signed Consent Form.** Please complete the Consent Form included in the Supporting Documents. Please sign after printing it out.

4. **Adoption Agency Letter.** A letter *from your adoption agency (the agency that is placing your child; NOT the home study agency\*)* on the agency's letterhead and signed by the executive director or a program director. This letter must state that the agency is licensed to place children, that the agency has a 501c3 status, that this agency is working with you to complete your adoption (is acting as the placing agency), the letter should include confirmation that a home study has been completed (including satisfactorily completed date). Please inform the adoption agency that the agency must specify in the letter:

- They have a 501(c)3 nonprofit status
- Is licensed to place children for adoption
- Is acting as the placement agency for your family
- Has an approved home study on file and who completed that home study (include completion date)
- What the total adoption expense (with agency fees listed out), and travel fees for two people.
- That you have been matched with a child that has Down syndrome.
- This letter should be included with all other supporting documents, not sent directly from the agency. (\*Note, this letter should not come from your home study provider, unless the provider is also working to place your child).



**Applicant Name:** \_\_\_\_\_

**5. Picture of the Child.** Please include a picture of the child you are working on adopting.

**6. Application**

**7. Verification that you live within 100 miles of GiGi's Playhouse Des Moines.**

You will receive an **email confirmation** within two weeks after we've received your supporting documents.

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*GiGi's Playhouse is the only Down Syndrome Achievement Center in the country offering customized, no-fee programming to anyone that wants it. With 16 locations nationwide and growing, all of the core programs are educational and/or therapeutic in nature and created by professional teachers and clinicians. All programs focus on tangible and meaningful outcomes that enhance and improve lives, and promote self-confidence and achievement. At GiGi's Playhouse, we celebrate our individuals and families and turn belief into action. For more information about GiGi's Playhouse Des Moines and the GiGi's Adoption Sponsorship Program please contact us via e-mail at [adoptiondesmoines@gigisplayhouse.org](mailto:adoptiondesmoines@gigisplayhouse.org).*