



# PARENT HANDBOOK

03/2024

Heinsch House LLC  
457 Flat Shoals Ave SE, Suite 1  
Atlanta, GA 30316  
+1 (470) 645 3265  
[info@heinschhouse.com](mailto:info@heinschhouse.com)  
[www.heinschhouse.com](http://www.heinschhouse.com)

# Content

Motivation .....	3
General Operation .....	4
Booking Options .....	4
Cancellation Policy.....	4
Exempt Provider .....	4
Coworking Space .....	5
Childcare.....	5
Model and Philosophy (Montessori) .....	5
What is Montessori? .....	6
What to expect .....	7
Adjustment Period.....	7
Moms on-site.....	8
Senior Volunteering.....	8
Health Policies .....	8
Additional Information .....	9

## Motivation

Having a family in the U.S. is pretty much a private affair. Affordable childcare supply and the continuous decline of women in workforce are prevailing issues in the United States, whose government has not yet recognized the importance of guaranteed paid parental leave. It leaves mothers having to return to their full-time job within months or sometimes even weeks after giving birth and miss out on important bonding time with their child. Or, on the other side, women leave their job to be a present mom or because they can't afford daycare. (On average, an American family pays \$1,250 per month on childcare.) Instead of having to decide between either family or career, we want to offer families, especially women, a solution that allows them to thrive at both.

Besides the financial and emotional aspects, we also want to address a mental component. Throughout the Covid-19 pandemic, we have learned how important it is to support each other and how damaging isolation can be to our mental health. It is a core value of our concept to not only provide a platform for working moms but to connect communities and bring generations together who would otherwise have minimal interferences in our daily lives. Especially in the city, young parents are often on their own without having their extended family around. Let's think out of the box and create the 'grandparenting' experience through childcare volunteering for seniors.

Finally, remote work and flexible work schedules are not only en vogue but incredibly impactful when it comes to improving work life balance. We are all for it and have designed inviting coworking spaces for working moms not only to connect with peers but also to separate from the daily distractions and stay focused.

At the Heinsch House, we want to blur the line between family and work and offer a concept that combines both in one place to make being a present parent while pursuing a professional career easier.

## General Operation

We offer two 3 Hour Slots from Monday through Friday from 9am – 12pm and Thursdays 2pm –5pm. You are welcome to book one slot per day up to 3 times per week.

### Booking Options

Drop-In Single Slot Pass                      65\$

10 Slot Pass\*                                      550\$

*Stay flexible and come 10 times any time you want! Valid for 6 months.*

Monthly Membership\*                      480\$/month

*Become a member and come as often as you want! The Monthly Membership renews automatically unless cancelled.*

\*Within our attendance policy one slot per day, up to three (3) times per week due to DECAL Regulations.

For every sibling we charge 35\$ in addition.

Bookings can be made online through our website [www.heinschhouse.com](http://www.heinschhouse.com) up to two (2) months in advance on a first come first served basis.

### Cancellation Policy

Bookings can be rescheduled or cancelled up to 24 hours in advance.

### Exempt Provider

We operate as non-licensed childcare provider with exempt status from the State of Georgia. More information on license exempt programs can be found on <https://www.decal.ga.gov/CCS/Exemptions.aspx>

## Coworking Space

Our coworking space provides an inviting, professional environment where you can focus on your professional career and connect with others separate from all the distractions of home and the office. We offer two office rooms with max. 8 spots, a separate single office room for privacy, amenities such as high-speed internet, printer, and office equipment, and of course, there is bottomless coffee. We also have a lounge area to socialize, relax or nurse and a free library.

## Childcare

### Model and Philosophy (Montessori)

At the Heinsch House Kids Zone, your child is part of a mixed group with a maximum of 10 children, ranging in age between 0 and 5 years old, with a staff to child ratio of 1:5.

We offer different play areas where the children can choose what they would like to explore and what they want to spend their time on and with whom. These areas are: a play gym, a play kitchen with baking and cooking equipment, a cozy relaxation and reading nook, an arts and crafts corner with materials to explore textures and colors, a seating area for snack time and games like memory, puzzles, etc. and a large open play area with space to be creative with lego duplo, building blocks, building a train track, experiment with instruments or explore our other materials that spark curiosity and discovery. We generally focus on materials that are made of natural resources that challenge your child's cognitive and motoric skills and refrain from battery-operated toys.

In addition, we add or switch out materials based on the season or special themes to allow for fun learning experiences that address our different senses and relate to our environment.

Although we follow a general daily schedule to give us all some structure while at the Heinsch House, we emphasize free play and provide space for your child to take initiative and live out their own ideas and strengths. By letting the children take the lead, we encourage curiosity, independence, and creative problem-solving while learning from and respecting each other as part of one group.

When children choose their tasks and shape their experiences themselves, these moments become sustainable learning processes where even the smallest success can be a huge motivator to keep wanting to learn new things. The children will gain confidence in their own abilities, learn that sometimes it can take time and patience to get the result we aim for, and they will develop an optimistic mindset towards new challenges. We, as caretakers, see our role as a guiding anchor who accompany your children during their learning journey. We stress observation over intervention and offering support over doing the task for the child.

## What is Montessori?

At the Heinsch House, we follow the Montessori pedagogy which is a pedagogy that is focused on each child's individuality and the ideal learning environment for it to thrive in. Dr. Maria Montessori (1870-1952) was an Italian anthropologist, psychologist, and pediatrician. It was her life's work to develop this pedagogy, which is now, more than 100 years later, practiced worldwide. Although Maria Montessori developed numerous materials and models how to implement her pedagogy, it is important to keep in mind that it is not clearly defined what 'Montessori' is and what not as it is more a *mindset* of how we see our children, our role as adults as we accompany them growing up and how to enable them to become the persons they already are.

Some of the core Montessori principles are:

- ❖ *Help me to do it myself* – Montessori education emphasizes the importance of fostering a child's self-confidence and belief in their own abilities.
- ❖ *Environment* – The environment is designed to promote independence and self-directed learning, allowing children to make choices and engage in activities that match their individual interests and developmental needs. This allows children to explore and learn at their own pace while fostering their natural curiosity and love for learning.
- ❖ *Heterogenous Groups* – While Montessori education stresses independent learning, it also recognizes the value of collaboration and teamwork. Children work in heterogeneous groups, which means they interact with peers of different ages and abilities. This arrangement promotes social skills such as respect, fairness, responsibility, and empathy.
- ❖ *Educators* – While allowing the child to take the lead, caregivers serve as guiding anchors and role models, supporting children as they navigate their learning journey. Through carefully chosen tasks and materials, our educators provide opportunities for children to experience success in their learning, which boosts their self-esteem and motivates them to continue exploring and challenging themselves.

## What to expect?

We provide:

Diapers (size 2-4, Kirkland) and wipes (Kirkland)

Please let us know should you prefer to bring your own diapers and wipes.

Please provide your child with:

- bottle / sippy cup with water

- snack (pre-portioned)

- extra set of clothes, just in case

- house slippers, if desired, as we ask that both you and the children take off their shoes when entering the Kids Zone

Please label your child's items so they don't get mixed up.

Naps:

Because the children only stay for 3 hours, either in the morning or in the afternoon, there are no scheduled nap times. However, we do offer different options where your child could nap if needed (floor bed, bouncer, pack n' play). Please talk to our staff about your preferences and routines so we can best meet your child's needs.

## Adjustment Period

Adjusting to a new environment and being away from their primary caretaker(s) is a big challenge for your child. Every child is different when it comes to settling in based on their personality, previous experiences, and other factors. We want to make sure your stay at the Heinsch House is as comfortable as possible both for you and your child. Hence, we encourage you to allow your child to take the time and to provide the support he or she needs to settle in. This includes encouragement to form a connection with the caretaker and to help your child understand that he/she is in a safe environment.

In practice, that means that upon arrival you, as the parent, stay in the Kids Zone with your child. We recommend you are present but passive, meaning you don't follow your child, but you are within reach so that your child knows there is a safe haven. The caretaker will carefully attempt through offering playtime to connect with the child. Once your child feels comfortable, you may say 'bye' to him/her and leave to the adjacent office rooms. It is okay if your child starts crying, however, the caretaker should be able to sooth him/her within a reasonable time. Should your child not calm down, he/she might not be ready yet and we recommend you come back until he/she feels at ease.

Again, the process of settling in can take time and varies from child to child. The time your child needs to settle in and feel comfortable will decrease with every time you come to the Heinsch House.

We give the option that 'caretaking routines' such as diaper changes and feeding are still being performed by the parent until the child feels fully comfortable. Also, if your child needs to take a nap, it can be helpful if you are present for the first times to provide your child with comfort and give our caretakers the chance to learn your nap routine. Please let us know your preference.

## Moms on-site

Our Kids Zone is adjacent to the coworking space which allows you to always be within reach of your child. This comes with several benefits such as "gentle weaning" when separating from your child (see section 'Adjustment Period' above), no compromising on important bonding time during nursing, no pumping necessary, you can join for playtime if you need a break or miss your little one, and lastly but also important, you will save valuable time in Atlanta traffic.

## Senior Volunteering

At the Heinsch House, we offer senior citizens the opportunity to volunteer at our childcare program. Our trained childcare staff works together with senior volunteers so they can engage in activities such as storytelling, arts and crafts, music, gardening, or playtime.

By providing a multi-generational environment, we aim to enable mutual learning experiences between seniors and children. This "grandparenting" concept fosters meaningful relationships between children and seniors and cultivates a sense of community and inclusivity. While our children can learn from their wisdom and enjoy comfort and care, seniors can experience a renewed sense of purpose and maintain a sense of vitality and connection to the younger generation.

Interacting with seniors helps children develop social skills such as empathy, respect, and consideration for others' needs and perspectives. Due to the lower adult to child ratio, children receive more individualized attention which allows for greater focus on each individual child's needs, interests, and developmental milestones.

A Comprehensive Background Check is required of every volunteer.

## Health Policies

We do our best to provide a safe environment both for you and your child. In case you or your child gets sick, we ask you to reschedule your booking in order to protect the health of our children and their families. Should you or your child develop symptoms of sickness while at the Heinsch House, we will ask you to pick up your child immediately.



As part of the enrolment form, we do ask you if your child has any allergies or medical conditions and to keep us updated on your child's health status.

## Additional Information

### Events

Throughout the year, we host events around motherhood, child development, career, community, mental health, fitness, and other topics. Upcoming events will be announced at the Heinsch House, our Instagram account @heinsch\_house and via email.

### Are Dads Allowed?

Everyone is welcome! The idea is to make having a professional career and being a present parent easier, both for moms and dads. Since in most families usually women take on the caregiver role, we focus on new moms.

### Photo Release

As part of our Enrolment Form, we will ask for your consent for the Heinsch House to publish in print, electronic or video format images taken or recorded at the Heinsch House. Please be aware that we will never share any personal data of you or your child.

### Flexibility

You can come and leave any time during your booked 3 hour slot. You do not have to be there at 9am respective 1pm or stay the whole 3h if it doesn't fit your schedule. We are all about flexibility and want to offer a concept that fits your family's routine.

### Location and Parking

We are located on 457 Flat Shoals Ave SE, Suite 1, Atlanta, GA 30316. There is free street parking as well as a free public parking lot behind the adjacent animal clinic.