



# PARENT HANDBOOK

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## Motivation

Juggling motherhood and career is a tough balancing act. Daycare drop-offs and being away from your baby are hard; working from home while caring for a young child can feel almost impossible.

I believe the compromise of having to choose between our careers and being a present mom is outdated. Women deserve the space both physically and mentally to pursue their professional goals while maintaining that special bond with their babies.

That's why I created **Heinsch House**—a space that is not just a coworking space with on-site childcare, but a concept that challenges the way we think about parenting and work. It merges the best of both worlds designed to meet the needs of today's families with flexibility, high quality proximity childcare and the importance of community in mind. No mom-guilt. No isolation. No missed career opportunities, and a network of like-minded women navigating the same season of life.

Our vision is simple: for this concept to become the norm for new moms when returning to work. We hope to spark a mindset shift in society—where it's no longer either family or career—but where motherhood and career coexist beautifully.

Warmly,

Selina Wiggins

Founder and Mom

## General Operation

We offer three sign up options available for half and full days Monday through Friday from 8:30AM to 3:30PM.

### Booking Options

Half Day Monthly Membership	\$945
Full Day Monthly Membership	\$1450
12 Slot Package (12x4h)	\$720
Single Drop-In Morning (4h)	\$75
Single Drop-In Afternoon (3h)	\$55
Single Drop-In Full Day (7h)	\$130
Sibling Add-on	\$65

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. Monthly Members have a guaranteed spot and are not required to book individual slots. Monthly Memberships renew automatically until cancelled.

### Cancellation Policy

Bookings can be rescheduled or cancelled up to 24 hours prior to your appointment time. Please note that cancellations within 24 hours of your appointment are subject to a cancellation fee of the full rate.

### Health Policies

We do our best to provide a safe environment both for you and your child based on recommendations from the CDC (Centers for Disease Control and Prevention), AAP (American Academy of Pediatrics) and the National Association for the Education of Young Children (NAEYC). In case you or your child gets sick, we ask you to reschedule your booking within our 24 hours policy 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 will ask you if your child has any allergies or medical conditions and to keep us updated on your child's health status.

## Flexibility

You can come and leave any time during your booked slot. We emphasize flexibility and want to offer a concept that fits your family's routine. Please note that you have to stay on-site while your child is in our care.

## Coworking Space

Our coworking spaces provide an inviting environment where you can focus on your work separate from all the distractions of home and the office. There are two open office spaces, one private office room, an outdoor work station, amenities such as high-speed internet, printer, and office equipment, as well as bottomless coffee. We also have a lounge area and a free library.

## Childcare

### Model and Montessori Philosophy

At the Heinsch House Kids Zone, your child is part of a mixed group with a maximum of 8 children, ranging in age between 0 and 3 years old, with a staff to child ratio of 1:4.

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 games such as memory, puzzles etc., a snack area, 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. Following the Montessori philosophy, 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.

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 caregivers, 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 bring?

**Please provide your child with the following and LABEL all items:**

- bottle / sippy cup with water
- AM snack for half days / AM snack, PM snack, and lunch for full days
- extra set of clothes

**We provide:**

Diapers and wipes.

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

## Naps

There are no scheduled nap times throughout the morning; we adjust to your schedule. For the afternoon, there is a scheduled nap / quiet time from 1 – 2 PM. We have different options where your child can nap. 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 Heinsch House is as comfortable as possible for both you and your child. **This is why 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 caregiver team 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 caregiver 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 for the adjacent office rooms. It is okay if your child starts crying, however, the caregiver should be able to soothe 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.**

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 every time you come to the Heinsch House.

We give the option that 'caretaking routines' such as diaper changes and feedings 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 caregivers the chance to learn your nap routine. Please let us know your preference.

## Parent 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 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 and cultivates a sense of community and inclusivity. By engaging with the older generation, our children enjoy comfort, care and wisdom and develop social skills such as empathy, respect, and consideration for others' needs and perspectives. Seniors can experience a renewed sense of purpose and maintain a sense of vitality and connection to the younger generation.

*A Comprehensive Background Check is required of every volunteer.*

## 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, our focus are women. Please note, parents are welcome to share their Membership / Packages (one parent + child at a time).

### Photo Release

As part of our Enrolment Form, we will ask for your consent 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 and avoid displaying children's faces.

## Location and Parking

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

## Holidays

We are closed on public holidays as well as December 21, 20226 – January 01, 2027.