



Oakwood STEAM Academy

Parent's Handbook



Home Rules



At Oakwood STEAM Academy, we aim to create a safe, enjoyable, and enriching environment for every child. To ensure a smooth experience for all, we kindly ask parents to follow these guidelines:

Drop-Off & Pick-Up

Drop-off Time: 8:45 – 9:15 am.

- For the safety of all children, the gate will close at 9:15 am sharp. If you arrive after this time, please ring the bell next to the window (left side of the gate).

Pick-Up Times:

- Half-Day: 12:00 pm (latest pick-up is 12:15 pm).
- Full-Day: 3:00 pm (gates will be open from 2:45 pm to 3:15 pm).
- A late pick-up fee of 5,000 rupiah per minute will apply after 3:15 pm / 12:15 pm.

Note: Children who are picked up late will become anxious, and our teachers need to conclude their day on time.

Personal Belongings

- No Valuable Items: Please do not send your child with jewelry, money, electronics, or other valuables. Toys are allowed only for show and tell.
- Clothing: Children will be engaging in hands-on, fun activities, so we recommend old clothes. Aprons will be provided, but they may not cover all the fun!
- Label Everything: To avoid mix-ups, please label all personal belongings (bottles, lunch boxes, bags, etc.).
- Extra Clothes: Ensure your child has a spare set of clothes (and nappies if needed) in their bag at all times.

Health & Safety

- Fever Policy: If your child has had a fever the night before, please keep them home for at least 24 hours. If the fever persists, seek medical advice before returning to school.
- Illness: Children with any sickness (mild or contagious) must be cleared by a doctor before returning.
- If a child is dropped off with a fever, they will be sent home to rest.
- Head Lice: Children with head lice will be sent home until treatment has been completed and they are egg-free.

Respect for Others

- Kindness & Respect: We ask that all members of our community treat each other with kindness and respect. Threats, violence, or verbal abuse toward staff, children, or other parents will not be tolerated, and further action will be taken to protect our team if necessary.

These rules help us maintain a joyful and secure environment for every child at Oakwood STEAM Academy. We appreciate your cooperation in adhering to these guidelines to ensure a smooth and positive experience for all.



5 Tips for a Smooth Drop-Off at Oakwood STEAM Academy for the little ones,

Making the transition to a new environment can be a challenge, but with a few simple strategies, drop-offs at Oakwood STEAM Academy can be smooth and stress-free for both you and your child. Here are some tips to help:

1. Bring Something Familiar

A comforting item from home can make those first few drop-offs easier and provide reassurance on tough days. STEAM recommends “anything that smells like home”—whether it’s a favorite stuffed animal, a cozy blanket, or even mom or dad’s T-shirt. For older children, a laminated family photo they can hold onto can offer extra comfort.

2. Create a Goodbye Ritual

Consistency is key when it comes to saying goodbye. Establish a simple, heartfelt goodbye ritual that you repeat every day—whether it’s a high-five, a quick hug, or saying, “I love you” with a kiss on both cheeks. This helps your child know what to expect and eases the transition. It also helps set a limit for you as the parent, so you’re less tempted to linger at the door, which can make the goodbye harder for both of you.

3. Talk It Through

Talking to your child about the new routine helps them understand what to expect, even if they’re too young to fully grasp it. You might say, “Tomorrow, we’re going to drop you off at STEAM, and there will be lots of new friends and fun activities! I’ll pick you up before you know it, and I can’t wait to hear all about your day!”

Your tone and enthusiasm will reassure them that everything will be okay. Continue this conversation once the transition starts, as hearing it regularly will help reinforce predictability and calm.

4. Start Gradually

The best transitions are gradual, which is why at STEAM we ease into the process about a month before the full schedule begins. This gives your child time to adjust to their new surroundings and routines, ensuring a smoother transition without jumping straight into a five-day-a-week schedule.

5. Expect Some Tears

It’s completely normal for children to take some time to adjust—whether it’s a few days or a few weeks. Don’t be surprised if there are some tears at drop-off (or even at pickup). Some children hold in their emotions all day and release them when they see their parents.

These tears are actually an important milestone, as they help your child adapt to new social situations and environments. Learning to navigate different settings and rules is a big step in developing flexibility and resilience.

With patience and these simple strategies, drop-offs at Oakwood STEAM Academy can become smoother and more positive, setting the tone for an exciting day of learning and growth.

Health Protocol



At Oakwood STEAM Academy, the health and safety of our students, staff, and community is our top priority. We kindly ask all parents and guardians to adhere to the following protocols to ensure the continued operation of our school and the well-being of everyone involved.

The adherence to these protocols is critical—only by working together can we maintain a safe environment for your children. STEAM Academy, in collaboration with local authorities, will actively monitor and evaluate the proper implementation of these health measures.

Oakwood's Responsibilities :

Daily Disinfection & Sterilization

We will continue to thoroughly disinfect and sterilize all materials, surfaces, and spaces used throughout the day to ensure the highest standard of cleanliness.

Health Monitoring

Every individual entering the premises, including students, staff, and visitors, must be 100% healthy. We will perform health checks and kindly request that anyone showing signs of illness returns home.

Hygiene Education

We will continue to teach and reinforce important hygiene practices, including

- Proper handwashing techniques.
- The use of alcohol-based hand sanitizers.
- Safe coughing and sneezing etiquette.
- Avoiding physical contact such as hugging or hand-holding.

Sickness Protocol

Any individual—whether a student or staff member—showing signs of illness, including fever, coughing, or other symptoms, will be sent home immediately for the safety of the community. No exceptions or negotiations will be made in this regard to ensure the health of everyone.

Daily Cleaning & Disinfection

STEAM Academy will continue to clean and disinfect the entire facility daily. However, while every precaution is taken, STEAM Academy cannot be held responsible should a child become ill during their time at the school.

Balanced Indoor & Outdoor Activities

To promote a healthy environment, we will regularly shift between indoor and outdoor activities, ensuring students benefit from fresh air throughout the day.

By following these health protocols, we can work together to create a safe, nurturing space where children can learn, play, and grow. We appreciate your cooperation and commitment to the well-being of our entire community.

Health Protocol



Parent/Guardian Responsibilities

At Oakwood STEAM Academy, we rely on the partnership of parents and guardians to ensure the safety and health of our community. Please follow these guidelines closely to help maintain a safe learning environment for everyone:

Health Screening

Parents must ensure their child is completely healthy before coming to school. If your child has any symptoms such as flu, cold, fever, runny nose, sore throat, cough, lethargy, shortness of breath, or any other illness, please keep them at home until they are fully recovered.

Drop-Off Procedure

Parents are asked to drop their child at the gate. Our staff will take care of the rest. The curtains will remain open until 11:00 am for parents to observe.

No Sharing of Food/Drinks:

While we ensure safety measures at school, please remind your child not to share food or drinks with other children to prevent the spread of germs or allergies

Drop-Off & Daily Operations

A strict protocol will be followed each day to ensure the safety of all students:

Health Check: Upon arrival, each child will undergo a temperature check. If the temperature exceeds 37.5°C , your child will be sent home and should not return for at least 24 hours until their temperature is normal.

Pick-Up Procedure

When it's time to pick up your child:

A staff member will bring your child to the gate once they are ready for pick-up.

Late Fees

To ensure smooth operations and respect for our staff's time, the following late fees apply:

Half-Day: 08:45 - 12:00 (latest pick-up time: 12:15).

Full Day: 08:45 - 15:00 (gates open from 14:45 - 15:15). A late fee of 5,000 rupiah per minute will apply after 3:15 pm / 12:15 pm

These responsibilities and procedures are in place to ensure the well-being of every child and staff member at Oakwood STEAM Academy. We appreciate your cooperation and commitment to maintaining a safe and healthy environment.



Oak Wood STEAM Academy

Nurturing Minds, Harvesting Futures

Contact Us

Jalan Muding Indah 2X, Gang Anyelir, Kerobokan
+62 811 388 0062

hellosteamacademybali@gmail.com
@steamacademy.bali