



## Arrival and Departure Procedure

At West Byfleet Nursery we aim to provide a robust system for the registration of children, staff, and visitors. We will achieve this through the following procedures:

### Morning Session

- Children should arrive promptly in time for the start of the session.  
Classroom doors will be opened at 9.30am. Parent or Carers should pass their child, along with their coat, bag, and snacks, lunch (if staying all day) to the member of staff at the door.
- Children will self-register by finding their own name card and placing it above the coat hook they are using, with support from a staff member if needed.
- An adult will complete the daily register of the children present, noting absences for sickness/holiday stating the reason for absence.
- If for any reason the child arrives after 9.45am or is collected early, then these times will be recorded on the daily register.
- Each room leader will ensure that a full head count of children is taken in conjunction with the completed register. A manager will be made aware of any discrepancy as soon as possible.
- The total number of children attending the session in each room will be displayed inside the classroom and the total number of children and staff in attendance will be on display in the office.
- All registers will be kept safely and within easy reach of the adults in each classroom. If all the children are outside, then the registers will be taken outside.
- The register will be checked at the end of each day by a manager/admin assistant.
- If for any reason the setting must be evacuated all the registers must be taken to the assembly point. Contact telephone numbers for parents are kept as a separate list which is also taken to the assembly point.
- The completed registers will be kept in a locked cabinet whenever the nursery is closed. At the end of each term these will be archived and stored securely for a period of 21 years.
- Children should be collected at 12.30pm if they are attending for the morning session only.
- West Byfleet Nursery will only release children to the child's parent or a responsible adult over the age of eighteen. (Please also refer to West Byfleet Nursery's late/non-collection policy).
- At 12.25pm children attending for the full day will join their classmates for lunch, in their classroom, where lunchtime registers will be taken. They will be joined by those coming in for the afternoon session at 12.30pm.

### Afternoon Session

- Children attending the afternoon session should arrive promptly. Classroom doors will be opened at 12.30pm. Parent/Carers should pass their child, along with their coats, bags, and snacks, to the member of staff at the door.
- Children will self-register by finding their own name card and placing it above the coat hook they are using, with support from a staff member if needed.

- If for any reason the child arrives after 12.45pm or is collected early, then these times will be recorded in the daily register.
- A member of staff will complete the register of the children present, noting absences for sickness/holiday stating the reason for absence and then complete the registration process as detailed above.
- Children must be collected at 3.30pm.
- West Byfleet Nursery will only release children to the child's parent or a responsible adult over the age of eighteen. (Please also refer to West Byfleet Nursery's late/non-collection policy)

#### At the Classroom door

- Please queue patiently while waiting your turn to drop off or collect your child from their class.
- When dropping off your child please allow the staff to welcome each child individually at the gate or door, allowing each parent/carer to hand belongings and pass on any information we may need to have for the day.
- Once your child has been welcomed, please leave as quickly as possible to allow the child behind you to come in.
- When collecting please do not try to attract your child's attention before you reach the front of the queue. It is important that the staff see each child out individually and know the person that they release the child to. This can take a little time, particularly at the beginning of term when we are getting to know a new group of children, parents, and carers. We are sure you will agree that the children's safety is paramount.
- If you wish to speak to your child's key person or the room leader at length please wait until all the other children have left, this will help us to keep the queue moving and your discussion can be kept confidential.

#### Collection by a person not known to the nursery

- If a child is to be collected by a person other than the person who usually picks up, please notify the office by phone or email of their name and relationship to the child. Please also ensure that they are aware of the relevant password which will be requested by the staff on collection of the child.
- If the nursery is not made aware of another person collecting the child, then we will not release the child into the care of that person until we have established consent from the parent/carer. No child will be allowed to leave the premises without an authorised adult.

*No child will be allowed to leave the premises with an adult who appears to be under the influence of alcohol or any other substance. In this instance the setting will follow the procedure laid down in our No Smoking, Vaping, Alcohol and Drugs Policy.*

#### Visitors

- All visitors must complete their details in the Visitor's book, stating their name, the purpose of the visit and the times they arrive and depart from the nursery.
- All visitors will wear a badge clearly showing that they are a visitor to the nursery.
- All visitors to the nursery must provide staff with identification.
- If it is appropriate to do so, visitors will be made aware of emergency evacuation procedures and assembly point, the location of nursery policies and the location of adult toilets by the person receiving the visitor.

## Staff

- All staff must complete the daily staff sign-in sheet which can be found in the office, stating the times they arrive and depart from the nursery.
- If for any reason the setting must be evacuated the staff sign-in sheet and visitor's book must be taken to the assembly point, as a register of the adults on the premises.

Signed: Ruth Claydon

Date: 17<sup>th</sup> July 2025

Review date: July 2026