**ARRIVAL AND DEPARTURE POLICY**

**Daily Registration system**

* The daily register will show what time children arrive and leave if this falls outside the arrival time of 9.15-9.30 and departure time 12.15-12.30.
* We operate a self registration system with the children placing their names under their photographs as they arrive. The registration boards are kept in the key group areas.
* A member of staff will then complete a paper register by visually checking each child is present. A total of the children attending must be checked against the number of children marked as present on the self registration boards. This will be completed at 9.30.
* A tally of the number of children and staff will be noted on the white board.
* If a child arrives after this time the time will be recorded on the second page of the register.
* If a child is picked up early, the time will be recorded on the second page of the register
* The details of who has permission to collect a child are recorded on the child’s admission forms.
* Any other arrangements – the parents of the child who is to be collected must inform the manager of the name of the person collecting that day.
* The parent must give the name of the person collecting to the manager and key person. The KP will record this in the KP book. The manager will give a password to the parent.
* The parent must give the same password to the person collecting their child.
* A member of staff will be present at the door when children are leaving and arriving.
* Any person collecting a child, who is not on the child’s admission form, must give the correct password to the member of staff on the door.
* No child will be allowed to leave the community hall unsupervised.
* The register will be kept on the Manager’s table and in case of an emergency evacuation of the hall, the manager will pick the register up to take with her.
* A separate register will be taken at the start of the lunch club session.

**Registration form**

* All the child’s details must be filled in on the admission form, before they are allowed to be left on the premises.
* Parents will be reminded to update their forms.
* The registration information for the children and contact information for members of staff, will be kept in the Managers administration box. This will be locked in a cupboard at the end of the session.
* The manager will ensure that during an outing, the child and staff records are taken with her.

**Visitors**

* All visitors will be asked to sign the visitor’s book, recording their arrival and departure time.
* All visitors will be asked for some ID
* All visitors will be given a visitor’s sticker/badge.

**Alcohol/or substance abuse**

In the event of a member of staff suspecting that a person who is collecting a child is under the influence of alcohol or any other substance; another primary carer would be phoned to come and collect the child.

**What to do if a child is not collected from nursery**

There is a separate policy/procedure for this.