

Arrivals and Departures Policy



Oyster Bay Nursery

Draft Prepared	Sept 2025
Signed by Executive Headteacher	Ms D Hines
Date Policy to be Reviewed	Sept 2026

Be Ready, Be Respectful, Be Responsible

Arrivals and departures

At Oyster Bay Nursery, we give a warm welcome to every child and family on their arrival.

Parents are requested to pass the care of their child to a member of staff at the nursery entrance door who will ensure his/her safety. The staff member receiving the child will record his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents and will provide details to the relevant key person.

If the parent requests that the child be given medicine during the day, the staff member must ensure that the medication procedure is followed.

At departure time, once a member of staff has handed over the child to the parent/carer at the nursery entrance door, the safety of the child becomes the responsibility of that adult. The staff member then records the child's departure time in the register.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification and/or a password are also required, where possible, for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

The child's key person or other nominated staff member must allow opportunities to discuss the child's day with the parent, e.g. snack time, toilet-training, interests, and friendships. The parent should be informed about any accidents or incidents, and they must sign the appropriate records before departure. Where applicable, all medicines should be recovered from the fridge after the parent has arrived and handed to him/her personally. The medication policy must be followed, including the requirement for parental signature.

Oyster Bay Nursery will not release a child to anyone other than the known parent/carer unless an agreement has been made before the child's arrival and confirmed by a member of the team. In the case of any emergency, such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the setting about the arrangements as soon as possible. If in any doubt, the setting will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child's register to show that the child has left the premises.

Arrivals and departures of visitors

For arrivals and departures of visitors, Oyster Bay Nursery requires appropriate records to be completed in the Main School Office. Visitors must sign in on entry and exit. Visitors will be reminded of the mobile phone policy and will be requested to always wear a visitor badge whilst on the premises.

Failure to collect a child at the appointed time

Children must be collected promptly from their session, and picking up your child late will incur a late fee. Parents must notify staff if they are running late.

