Early Tree

EARLY TREE SUPPORT · GUIDE

Registers

Signing children in and out

EARLY TREE VERSION
2026.11

PUBLISHED
15 November 2026

FOR
Room leaders, practitioners and managers

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

REGISTERS

Registers

WHO IT'S FOR

Room leader | Practitioner | Manager

WHERE TO FIND IT

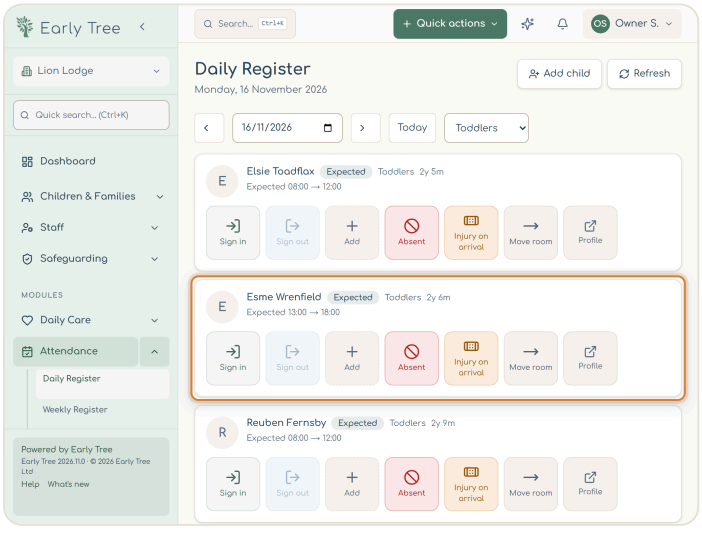
Attendance › Daily Register

The daily register is the record of which children are in your setting today: when each child arrived and left, who brought and collected them, which member of staff received and released them, and any absences.

You must keep this record. The EYFS statutory framework for group and school-based providers (effective 1 September 2026, paragraph 3.104) requires providers to hold "a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person". The register records each child's arrival and departure as you sign them in and out; each child's key person is on their record.

Guides in this area

Guide	When
Signing children in and out	Every arrival and every collection
Recording an absence	Coming soon
Moving a child to another room for the day	Coming soon
The weekly register and signing off a week	Coming soon



The daily register works the same on a tablet in the room.

REGISTERS

Registers: signing children in and out

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Room leader Practitioner Manager	**Attendance** › **Daily Register**	Under a minute per child	Access to Attendance

Purpose

Sign each child in as they arrive and out as they leave, so that the register always shows who is in the building, when they arrived and left, who brought and collected them, and which member of staff received and released them.

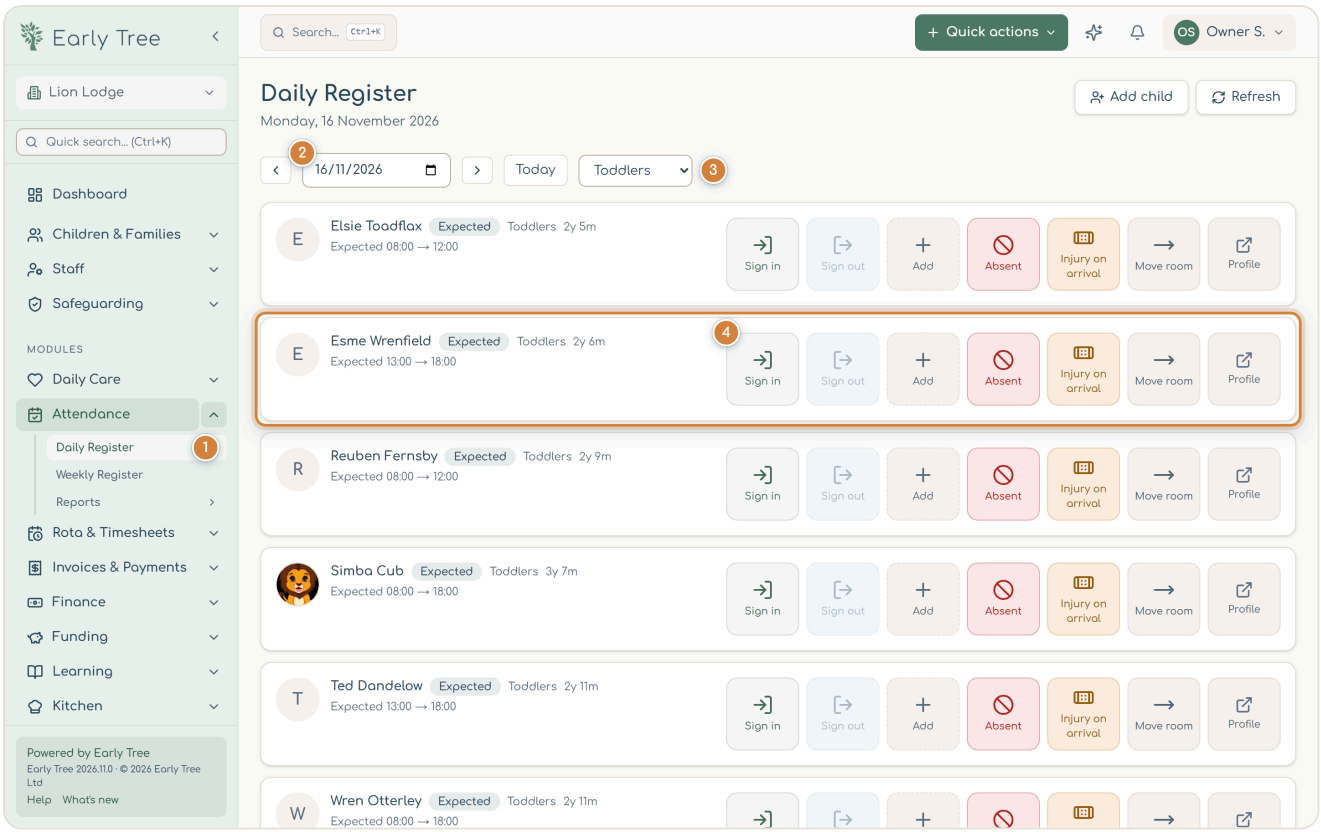
The register is a legal record. The EYFS statutory framework for group and school-based providers (effective 1 September 2026) requires a daily record of the names of the children cared for on the premises and their hours of attendance (paragraph 3.104), and that children are only released into the care of individuals of whom the parent or carer has explicitly notified the provider (paragraph 3.89). The register also feeds your fire register, room ratios, occupancy, funded hours and invoices, so sign children in and out at the time it happens.

Before you start

- You can open **Attendance › Daily Register**. If you can't see it, ask your manager: it depends on your role.
- The child is booked in for today. Booked sessions come from the child's booking pattern; a child with no session today isn't on the register (see Common problems).
- The child's contacts are up to date, so the adults who can drop off and collect appear as cards to choose from.

Open the register

1. In the menu, select **Attendance**, then **Daily Register** 1. The register opens on today's date.
2. To look at another day, use the arrows either side of the date, or choose a date 2. **Today** brings you back.
3. Choose your room from the room list 3 so you only see the children in it.
4. Find the child. Each child has a card with their name, status, room, age and expected times, and a row of tiles. Select **Sign in** 4 when the child arrives.



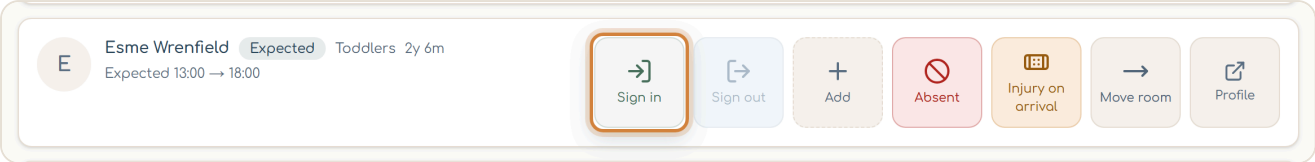
The daily register for one room. The highlighted card is the child you're signing in.



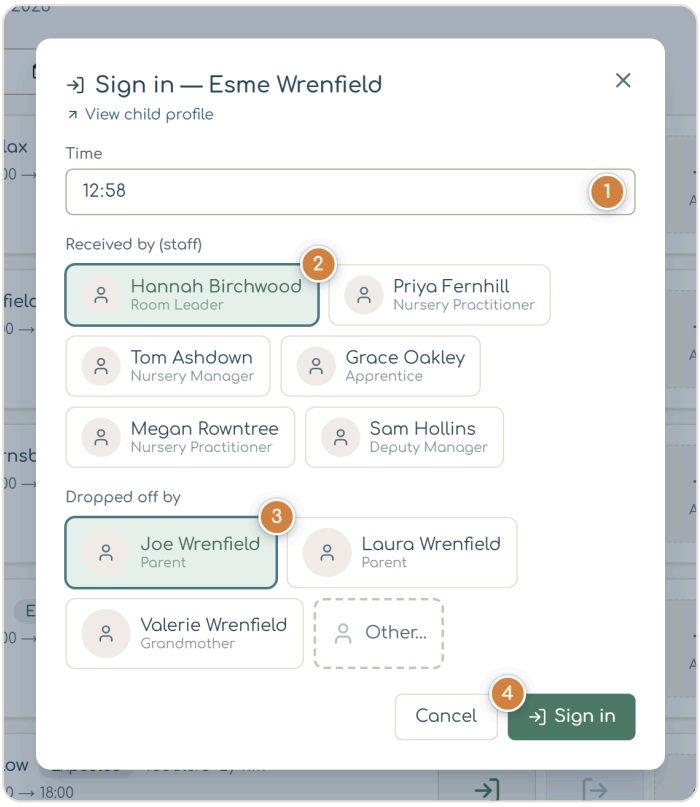
Change the day and the room here.

Sign a child in

1. On the child's card, select **Sign in**.
2. Check the **Time** (1). It's filled in with the time now; change it only if the child actually arrived at a different time.
3. Under **Received by (staff)** (2), check that the member of staff receiving the child is selected. It starts as you.
4. Under **Dropped off by** (3), select the adult who brought the child. The child's contacts are listed with how they're related. If the adult isn't listed, select **Other...** and type their name.
5. Select **Sign in** (4).



- Step 1: the Sign in tile on the child's card.



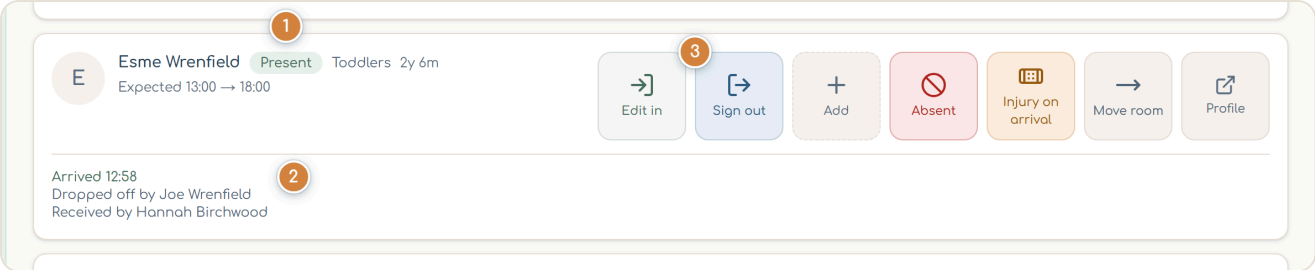
- Steps 2 to 5: the time, who received the child and who dropped them off.

IF THE CHILD ARRIVES WITH AN INJURY

Select **Injury on arrival** on the child's card to record it with the parent at the door. See Accidents and incidents.

What you should see

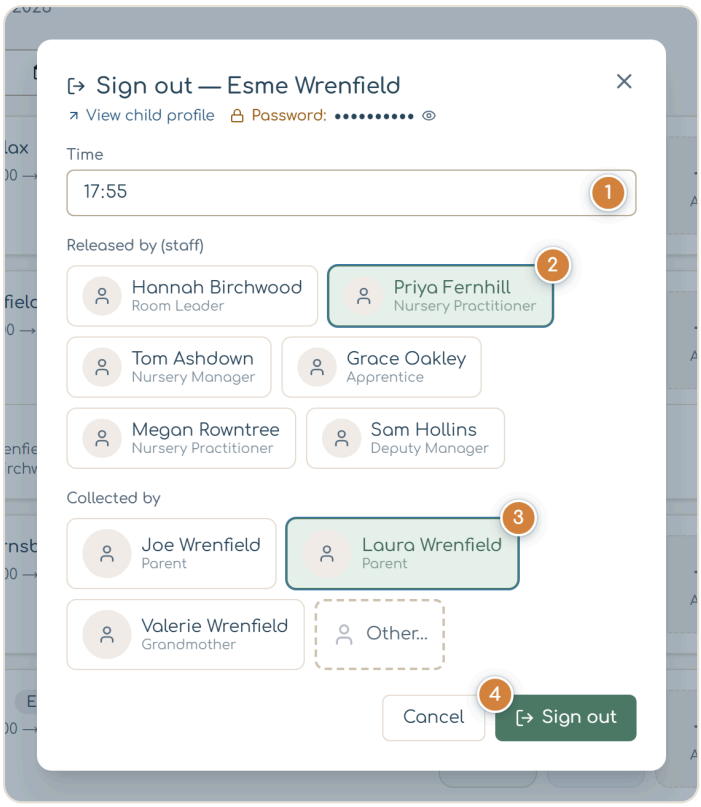
The window closes and the child's card shows **Present** 1, with **Arrived** and the time, who dropped them off and who received them 2. The **Sign in** tile now reads **Edit in**, and **Sign out** 3 becomes available.



A child signed in.

Sign a child out

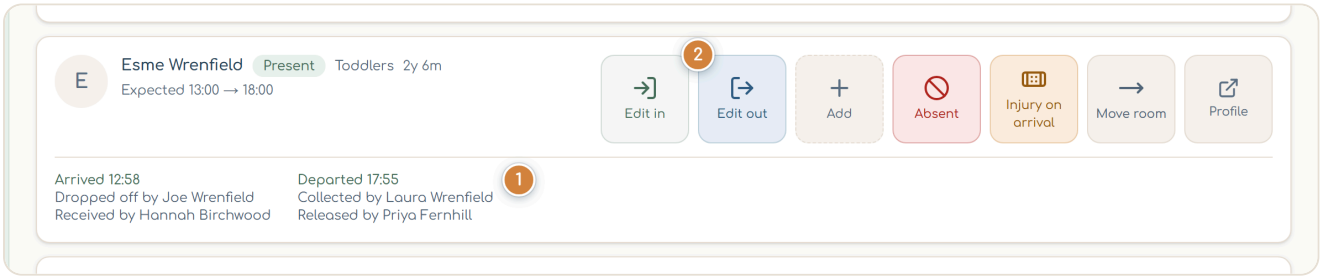
1. When the child is collected, select **Sign out** on their card. It's only available once the child is signed in.
2. If the family has a **collection password**, it's shown next to the child's name, hidden. Select the eye to show it, and ask the adult collecting for it before you release the child.
3. Check the **Time** 1.
4. Under **Released by (staff)** 2, select the member of staff handing the child over.
5. Under **Collected by** 3, select the adult collecting. Select a contact's photo to see it larger and check it's them. Only release a child to an adult the parent or carer has told you about (EYFS paragraph 3.89); if the adult isn't one of the child's contacts, follow your nursery's collection procedure before using **Other...**.
6. Select **Sign out** 4.



Signing out: the time, who released the child and who collected them.

What you should see

The child's card shows **Departed** and the time, who collected them and who released them 1. The child stays **Present** for the day, because they attended; the departure time is what shows they've gone. The **Sign out** tile now reads **Edit out** 2.



A child signed out.

If the child is collected late

If the child is collected after closing time and your nursery charges for late collection, Early Tree shows **Late pickup detected** after you select **Sign out**, with how many minutes late and the charge. Select **Confirm charge** to add it to the family's account, or **Waive charge** and give a reason (for example, the first time it has happened). Either way, the sign-out is saved.

Correct a time

If a time was recorded wrongly, select **Edit in** or **Edit out** on the child's card, change the time, and fill in **Override reason** (for example, "Forgot to sign in, actual arrival was 08:00"). The reason is kept in the session notes as part of the record.

Common problems

The child isn't on the register.
They have no session booked for that day. Check the date and the room list first. If they really are attending, select **Add child** at the top of the register to add them for the day, and ask the office to check their booking pattern.

The tiles are greyed out and a banner says the register is locked.
That day's register has been signed off, so it can't be changed. Ask a manager: corrections after sign-off are made on the weekly register.

Sign out is greyed out.
The child hasn't been signed in. Sign them in first, with the time they actually arrived.

The adult collecting isn't listed.
Don't release the child until you've followed your nursery's collection procedure and spoken to the parent. Contacts are added on the child's record (**Profile** on the card).

The child is off today.
Select **Absent** on their card instead, so the absence and its reason are recorded.

You see "Time must be HH:mm".
Type the time in 24-hour hours and minutes, for example 08:05 or 17:30.

Related guides

- About registers
- Recording an absence (coming soon)
- Moving a child to another room for the day (coming soon)