Dear parents and carers,

We are very pleased to announce that we **are now/will be** using Tapestry as our online learning journal provider.

Tapestry allows you to login with a secure username and password so you can view all your children’s observations, photographs and videos. You can like and comment on observations that we add for your child and it’s also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home.

**Optional if you are going to allow parents to receive notifications:** It’s also possible for you to be notified via email either immediately, daily or weekly if there are new entries for you to view.

**Optional if you are going to use only the Accidents feature:** We will be using the Accidents function to record accident forms for your child/ren. There is also a comments tool which we will be using to send messages back and forth between you and us.

**Optional if you are going to use the Accidents and Care Diary feature:** We will be using the Care Diary function on Tapestry to record food, drink and toilet entries as well as nap times. The Care Diary also has an accident form section and comments tool which we will be using to send messages back and forth between you and us.

**Optional if you are going to use the Documents feature and make downloads available to parents:** We will also be using the ‘Documents’ feature on Tapestry to upload documents, such as **XXXXX** and share these with you.

**Optional if you use the Memos feature:** Similarly, we will be using the Memos feature to share news and updates about your child/ren with you.

**Optional if you are going to use the Activities feature:** The Activities feature will be used to set home learning activities, including instructions and relevant media. Once the set activity has been completed by your child/ren, you will be able to send it back to us through an observation.

**Optional if you are going to use the Child Login feature and allow children to login from home:** We will be enabling the Child Login feature, which will allow your child/ren to login to their own Tapestry account. Here they can respond directly to the observations and activities set for them, and create their own entries. From home you will be able to log your child/ren into their account/s through your login.

**Optional if you are using Booking and Invoices:** We will be now able to directly send you invoices for your child's bookings. These invoices will include a breakdown of the cost of the sessions, any extra charges that may have been applied and any absences that have been recorded. They will also include any funding support if you receive it. We will ask for this information when setting up your child’s schedule.

Your invoice will be emailed to you via the email address linked to your Tapestry account. The email will contain a hyperlink to the full PDF copy of your invoice, which you can download if needed

When you have made a payment, we will send you an email receipt which will include the amount and the method of payment.

**Optional if you set up parents via an activation email:** We will set you up using your email address and once this has been done, you will receive an activation email from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log back in once you’ve initially logged in. Do remember to keep an eye out on your spam/junk folders for this email.

**Optional if you set up parents by entering a password for them:** We will set you up using your email address and we will also provide you with a password which you will be able to use to login. We will also generate a 4-digit PIN for you which you can use on the Tapestry app to quickly log back in once you’ve initially logged in.

All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from [tapestryjournal.com](https://tapestryjournal.com/) or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of the app.

We do hope you enjoy using Tapestry, do let us know if you have any questions about it.

Best wishes,

**XXXXXXXX**