

I have separate packages for my children, how should I go about this at the end of the academic year?

If you have Year Group fixed packages and move children from one to the other:

1. Download the data of the children that are leaving. You may consider exporting:
 - a. A [PDF copy of the children's journal](#) and reports (optional)
 - b. A [ZIP file](#) with all their media
 - c. A copy of all their [accident records](#)
 - d. Any, or all, their monitoring screens by clicking on the CSV/PDF buttons on each monitoring screen
2. [Transfer children from one account to the other.](#)

You might need to export a copy of their About Me page, as this does not get transferred.

3. [Manage transferred relatives.](#)
4. Add your new children to their corresponding Year Group account (see the *'Some children are joining'* infographic).
5. [Manage groups](#) once the children are in their correct accounts.
6. [Manage key children](#) once the children are in their correct accounts.
7. [Refill the children's About Me page](#) for the transferred children.

Remember you can upgrade and downgrade your packages as needed. Just contact the Tapestry team at customer.service@eyfs.info.

If you have your children in the same account always and update the package name every year:

1. [Purchase a new account](#) for your new cohort. You can do this from the [purchase page](#) or by contacting us on customer.service@eyfs.info.
2. Add your new children (see the *'Some children are joining'* infographic).
3. Contact us at customer.service@eyfs.info to set your redundant package to not renew.
4. Update the names of any accounts you are keeping so they reflect the correct Year Group.
5. Download the data of the children that are leaving:
 - a. A [PDF copy of the children's journal](#) and reports (optional)
 - b. A [ZIP file](#) with all their media
 - c. A copy of all their [accident records](#)
 - d. Any, or all, their monitoring screens by clicking on the CSV/PDF buttons on each monitoring screen
6. [Delete the staff](#) in each account.
7. [Add the staff](#) to their corresponding accounts.
8. [Manage groups](#) – if you want to create your own custom groups within each account.
9. [Manage key children.](#)
10. [Manage the available frameworks](#) and [flags](#) – you might need to enable or disable different frameworks on each account.

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