

# End-of-year checklist

## Storypark tasks

### Service

- ☐ **Move profiles to new rooms:**  
Children or educators moving in the new year? Move their profile to their new room(s).
- ☐ **Create and send end-of-year community posts:**  
Farewell parents for the year, note the dates and times the service will open, share ideas and videos of activities they can do with their child over the break.  
*Check out our Teach Me channel for inspiration.*

### Children

- ☐ **Export copies of departing children's profiles:**  
Download copies for record keeping (available before or after removal).
- ☐ **Archive profiles of departing children:**  
Remove the profiles from Storypark.

### Families

- ☐ **Let families know what happens to their children's profiles when they leave:**  
They have free access!
- ☐ **Export profiles:**  
Let families know how they can download all their child's stories in one go
- ☐ **Share moments over the holiday break**

### Educators

- ☐ **Save stories to educator portfolios:**  
Portfolio stories stay in your account even after children leave a service.  
Duplicate stories you wish to keep and change who is selected in the story to your teacher portfolio.
- ☐ **Pause notifications over the break:**  
Take a break and turn off Storypark notifications until you return.
- ☐ **Invite new educators:**  
Send an invite to their email address to welcome them on board.

#### Departing educators:

- ☐ **Publish or transfer editorship of draft stories:**  
Make sure no draft stories get lost - if they are incomplete, the departing educator can transfer editorship.
- ☐ **Ensure plans are shared with an admin:**  
Make sure no plans get lost - private plans will be hidden if only the departing educator has access.
- ☐ **Remove from Storypark:**  
Lastly remove the departing educator's access to your service.