



EDUCATION COUNCIL  
CAYMAN ISLANDS GOVERNMENT

c/o Ministry of Education  
Government Administration Building Box 108  
133 Elgin Avenue, Grand Cayman KY1-9000  
CAYMAN ISLANDS  
t. (345) 244 2417 f. (345) 949 9343  
[www.education.gov.ky](http://www.education.gov.ky)

## APPLICATION FORM TO RE-REGISTER AN EDUCATIONAL INSTITUTION

Education Law, 2016

**Please read all requirements in this document carefully before beginning this process.**

### Section I – Instructions and Guidance

Please use this form to re-register any of the following institutions:

- Institution providing full-time compulsory education/School
- Early Childhood Care and Education Centre
- Combination of the above

In order for this application to be considered, the application form in Section 3 must be completed in its entirety and submitted to:

Ministry of Education  
Email: [eduregistration@gov.ky](mailto:eduregistration@gov.ky)

***It is recommended that a copy of the submitted application be retained by the applicant for ease of reference.***

The educational institution is responsible for completing the application form and ensuring all of the relevant documentation is in order. Once the application form is received by the relevant team in the Ministry of Education, the relevant Ministry representative will schedule a date with the educational institution to perform an audit of all the requirements outlined in this application. The educational institution will be responsible for providing the representative with a space and all the relevant documentation for review. The representative will not retain any copies of any personal documentation, but will complete a check list for these items confirming they have been reviewed and may request copies of the educational institution's Policies, updated floor plans, etc. The representative from the Ministry of Education, along with other relevant staff members will also perform a site visit, preferably on the same date, but if that is not possible, then on the closest date to the date of the audit.

All requirements outlined for re-registration via this form are mandatory in order for the Education Council to consider any application for re-registration of an educational institution.

Once the application is approved by the Education Council, the Council will grant full registration of the educational institution for a period of three (3) years. If Council does not approve the re-registration, the educational institution must comply with any and all instructions given by the Education Council which may include being issued with a notice to improve or ceasing all operations.

As per Clause 7(6) of the Regulations, if an educational institution makes or has any changes to the original registration information, the institution shall submit the updated information as soon as the changes occur, unless the information relates to the changes in programme, curriculum or location which shall be approved by the Education Council prior to implementation.



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The owner or board of directors of the educational institution shall adhere to the framework for data collection established by the Ministry of Education and keep/maintain accurate records of health and safety and good governance. Annually the Ministry of Education may seek data from educational institutions and this must be submitted in the required timeframe as instructed.

Educational institutions will be required to apply for renewal of registration with the Education Council no less than 60 calendar days before the expiration of the existing registration, by using this renewal form.

For additional information on the registration process, please refer to the Ministry Policy and Guidelines document located on the Ministry of Education website: [www.education.gov.ky](http://www.education.gov.ky).

Queries can be directed to:

For a School with or without an Early Childhood Care and Education Centre:

Education Strategy Officer

Ph. 244-3151

Email. [eduregistration@gov.ky](mailto:eduregistration@gov.ky)

For an Early Childhood Care and Education Centre only:

Early Childhood Care and Education Unit

Ph. 244-2417

Email. [eduregistration@gov.ky](mailto:eduregistration@gov.ky)



## Section 2 – Application Checklist

- ☐ 1. Fully Completed Application Form (Please see Section 3 for the form):
- Address information
  - Contact information
  - Type of Educational Institution
  - Level of Educational Institution
  - Type of Curriculum (early childhood centres must use the Cayman Islands Early Years Curriculum Framework, or a curriculum approved by the Education Council)
  - Accreditation
  - Company Registration
  - Owner/Educational Institution Board/Institution (e.g. Church) Information
- ☐ 2. Educational Institution Improvement Plan and progress reports where applicable.
- ☐ 3. A copy of the Trade and Business Licence issued by the Department of Commerce and Investment (DCI), or a copy of the Non-Profit Registration Certificate issued by the General Registry of the Cayman Islands; whichever is relevant.
- ☐ 4. In the event of any changes since the previous registration, please make the following available:
- A copy of the Child Registration Form – also submitted to and approved by the Public Health Department for content relating to a child/student's health information and emergency consent.
  - A copy of the educational institution's Child Protection Policy which must include reporting procedures in line with the Children Law and other requirements in line with the national policies on Child Protection.
  - A copy of the educational institution's Behaviour Policy in line with national policy and guidelines.
  - A copy of the educational institution's Special Education Needs Policy and Provision which must be in line with national policy and guidelines.
  - A copy of the educational institution's Hazard Management Plan which must include, at a minimum, procedures on:
    - Fire and Natural Disaster Policies (e.g. earthquake, tsunami, hurricane, etc.),
    - lock-down and lock-out,
    - missing child,
    - mandated closures,
    - epidemics/pandemics.
- The plan must also contain clear maps of the educational institution's site showing the safety exits, designated Muster Points, Fire Lane, Fire Pulls/System and Fire Extinguishers.
- A copy of the educational institution's Illness Policy, including the provision and management of the isolation area (sick bay).
  - A copy of the Curriculum Framework for all academic levels offered at the educational institution with supporting accreditation, where applicable. This should only be if the curriculum has been updated since the previous registration as change in curriculum must receive prior approval from



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the Education Council. The curriculum for compulsory school age should also include the mandatory requirements under Section 17 of the Education Law, 2016.

**Note:** It is strongly recommended that prior to submitting plans to the Department of Planning (step No. 5), that the Ministry of Education/Early Childhood Care and Education Unit, the Department of Environmental Health and Cayman Islands Fire Services be contacted to conduct a courtesy inspection as this may impact your plans/proposed renovations.

- ☐ 5. If new construction is taking place at the educational institutions current location, submit the approved plans from the Department of Planning, including Floor Plans (drawn to scale) of new/upgraded facilities. This must also include the Building Permit from the Building Control Unit in the Department of Planning. The plans should show clearly the new/upgraded layout of the institution (i.e. all structures to be labelled showing clearly what they will house - rooms, administration, cafeteria, storage, etc., including number of children/students and staff who will use each room and the outdoor play areas), square footage of each room and the square footage of all outdoor space for children/students to play and which age groups will use which outdoor play areas.

If there is no new construction, but the educational institution's Floor Plans have changed, the updated plans must be submitted showing clearly the items as noted in the paragraph above.

Please note that classrooms should be a minimum of 20 square feet of **useable** space per child/student and outdoor space should be a minimum of 40 square feet of **useable** space per child/student registered at the Centre. **Note: if your educational institution is planning on moving to a new site, the application for first-time registration of either a school or an early childhood care and education centre must be used (whichever is relevant) in order to obtain the Education Council's permission prior to moving.**

- ☐ 6. Certificate of Good Standing from the General Registry of the Cayman Islands.
- ☐ 7. Certificate of Occupancy from the Department of Planning, only for any new buildings since the previous registration.
- ☐ 8. "Pass" Certificates from the Cayman Islands Fire Service for each year since the previous registration, with the most recent inspection being valid within the last 12 months. This must include the Fire Drill records since the previous registration.
- ☐ 9. Certificates or Letters of Approval from the Department of Environmental Health for each year since the previous registration, with the most recent inspection being valid within the last 12 months. This must include valid Food Handler Certificates for the applicable staff.



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- ☐ 10. Certificates or Letters of Approval from the Public Health Department for each year since the previous registration, with the most recent inspection being valid within the last 12 months if your educational institution has provision for early years children.
- ☐ 11. Completed Staff Data (this includes Owners, Board Members, Head of Institution) Form (Appendix I) with the following supporting documentation:
- Proof of identification for all new staff since previous registration.
  - Proof of immigration status in the Cayman Islands (Caymanian/Permanent Resident/Work Permit Holder) for all new staff since previous registration. Please indicate which staff no longer work at your institution since the previous registration and if the immigration status of any staff member has changed since the previous registration (the evidence of this must be provided).
  - Qualifications for all new staff since previous registration.
  - Roles/Job Titles for all staff including valid Cayman Islands Licence to Teach certificates issued by the Department of Education Services for all teachers.
  - \*Police Clearance or Criminal Background Check (if available in relevant jurisdiction for any new staff), valid within two (2) years from the date of submission for this application. This must include contracted staff that have access to children/students.
  - \*Proof of valid First Aid and CPR training certification for:
    - all staff of the early childhood care and education centre/unit (except staff who may service the centre outside of operation hours **only** e.g. janitorial staff or gardening staff).
    - All teaching and administrative staff of the school.
  - \*Proof of Ministry of Education approved child protection training for all staff valid within three (3) years from the date of submission for this application. This must include contracted staff that have access to children/students.
  - Proof of Health Insurance for all staff in the form of a letter of enrolment from the educational institution's Health Insurance provider.
  - Proof of contributions to a Pension Plan for all applicable staff in the form of a letter of confirmation from the educational institution's Pension Plan provider.
- \*The evidence must also be provided to show that these records had been updated upon expiration and in accordance with National Policy since the previous educational institution registration.
- ☐ 12. For full-time compulsory/schools, a copy of the Academic Calendar for the current academic year and the following academic year showing the requirements for full-time education as defined by the Education Law, 2016. This should include a breakdown of the hours of instruction for the different age groups in the educational institution.
- ☐ 13. Proof of Public Liability Insurance for a minimum coverage of CI\$1,000,000.00, however, it is the responsibility of the applicant to assess the appropriate level of insurance coverage deemed suitable



for the educational institution over the required minimum. Evidence must also be provided to show the renewals for this each year since the previous registration.

Once these documents have been satisfactorily reviewed and the site visit is complete, a report will be generated for consideration by the Education Council as part of the re-registration approval process.

### Section 3 – Application Form for Re-Registration

<b>Name of Educational Institution:</b>		
<b>Years of Operation (include years):</b>		
<b>Physical Address:</b>	<b>Street Address:</b>	
	<b>District:</b>	
	<b>Block &amp; Parcel Number:</b>	
<b>Mailing Address:</b>		
<b>Website:</b>		
<b>Primary Email Address:</b>		
<b>Telephone Number:</b>		
<b>Type of Educational Institution (Please chose all that apply):</b>	<input type="checkbox"/> Early Childhood Care and Education Centre <input type="checkbox"/> Assisted School <input type="checkbox"/> Independent School <input type="checkbox"/> Other (Please Specify):	
<b>Ownership Registration (Please chose all that apply):</b>	<input type="checkbox"/> Church or Religious Affiliation <input type="checkbox"/> Company (For-Profit) <input type="checkbox"/> Governing Body/Board of Directors <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other (Please Specify):	
<b>Level of Educational Institution (Please select all that apply):</b>	<input type="checkbox"/> Early Childhood <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post-Secondary (e.g. A Levels/CAPE, etc.)	
<b>Grades/Years offered at educational institution:</b>		
<b>Age Range of Children/Students enrolled at the educational institution:</b>		
<b>Hours of operation:</b>		



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<b>Curriculum used (Please select all that apply):</b>	<input type="checkbox"/> Accelerated Christian Education (ACE)	
	<input type="checkbox"/> American	
	<input type="checkbox"/> British	
	<input type="checkbox"/> Cayman Islands Early Years Curriculum Framework	
	<input type="checkbox"/> International Baccalaureate (IB)	
	<input type="checkbox"/> Montessori	
	<input type="checkbox"/> Other (Please Specify):	
<b>Accreditation (If your institution and/or curriculum is accredited, please provide these details.)</b>		
<b>Owner/Shareholders(s):</b>	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
<b>Members of the Educational Institution Board (if applicable):</b>	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
<b>Name:</b>		





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	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
<b>Email:</b>		
<b>Head(s) of Educational Institution:</b>	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Date of Birth:</b>	
	<b>Nationality:</b>	
	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
<b>Phone:</b>		
<b>Email:</b>		
<b>Changes Since Previous Registration:</b>		
<p>Please list any changes that have occurred since your Centre's previous registration, including changes in leadership, changes to staff, floor plans, and anything else from the check list in this application.</p> <p>•</p>		
<b>Signature and Assurance</b>		
<p>By signing this document, you confirm that you are authorised to sign on behalf of the above named educational institution and that all information submitted and documentation provided, to the best of your knowledge, is truthful and accurate.</p>		





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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Date of Receipt:

Date of Audit:

Date of Site Visit:

Date Submitted to Education Council:

Education Council Decision:

Date applicant informed of decision: