



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 REGISTER AS AN EARLY CHILDHOOD CARE AND EDUCATION CENTRE IN THE CAYMAN ISLANDS

Education Law, 2016

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

### Section I – Instructions and Guidance

In order for this application to be considered, each phase must be completed in its entirety and submitted to:  
The Early Childhood Care and Education Unit  
Ministry of Education  
Email: [eduregistration@gov.ky](mailto:eduregistration@gov.ky)

***It is recommended that a copy of the submitted application and all supplementary documents, be retained by the applicant for ease of reference.***

This application requires four (4) phases of document submission and approval in order to be granted registration as an early childhood care and education centre. This phased approach ensures the health and safety of children, and ensures statutory requirements are met with the Ministry of Education and other Government agencies. The Phases are as follows:

- **Phase 1:** Initial information which includes the completed application form and information on the overarching principles of the early childhood care and education centre, the curriculum that will be used, background information regarding the owners, proposed location of the centre, and the statutory policies required. If no significant construction is anticipated for the proposed site, these documents must be submitted at least six (6) months prior to the proposed opening date; and if significant construction work is anticipated for the proposed site, documents must be submitted one (1) year prior to the proposed opening date. **Note:** Phase 1 approval will be valid for 12 months from the date of issue. If Phase 2 is not submitted within this time, the applicant will have to apply for an extension to the Phase 1 approval by contacting the Secretary to the Education Council at [educationcouncil@gov.ky](mailto:educationcouncil@gov.ky).
- **Phase 2:** Construction/Modification/Building Approval Phase. This phase ensures that the site being used is safe and meets all statutory requirements in accordance with the Department of Planning, Department of Environmental Health and the Cayman Islands Fire Services.
- **Phase 3:** Staffing information and statutory requirements for staffing and requirements to allow children to enter the premises. This phase ensures that all requirements are met for the business to legally open, including the acquisition of a valid Trade and Business Licence or Non-Profit Organisations Status. The documentation outlined in Phase 3 must be submitted at least 60 calendar days prior to the anticipated start date in order to avoid delays in opening. Once Phase 3 approval is received, the institution can commence operations and open to children.
- **Phase 4:** Allows for final requirements to be obtained and submitted, and inspections to take place while children are present.



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**Note:** The timeframes provided are at best, estimates. There is no guarantee that your institution will be registered in the allotted timeframe or by the anticipated opening date as there may be unexpected delays due to other statutory approvals and/or an incomplete application.

An interim approval email must be issued by the Education Council after Phases 1-3 prior to the continuation of the application. Once Phases 1-4 are 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 final registration by the end of Phase 4, the educational institution must comply with any and all instructions given by the Education Council which may include ceasing all operations.

All requirements outlined for registration via this form are mandatory in order for the Education Council to consider any application for registration of an early childhood care and education centre. The Ministry of Education and the Education Council reserves the right to request original or certified documentation at any point throughout the application process.

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.

The owner or board of directors of the early childhood care and education centre 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 early childhood care and education centres and this must be submitted in the required timeframe as instructed.

Centres 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 the appropriate renewal forms.

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:

Early Childhood Care and Education Unit  
Ph. 244-2417  
Email. [eduregistration@gov.ky](mailto:eduregistration@gov.ky)



## Section 2 – Application Checklist

**PHASE I:** The following documentation is to be submitted at the time of initial application.

- ☐ 1. Fully Completed Application Form (Please see Section 3 for the form):
  - Anticipated date of opening
  - Address information
  - Contact information
  - Type of Curriculum (early childhood care and education centres must use the Cayman Islands Early Years Curriculum Framework, or a curriculum approved by the Education Council)
  - Company Registration
  - Owner/Educational Institution Board/Institution (e.g. Church) Information
- ☐ 2. Business Plan, including projected financial documentation, organisational chart, details of indoor and outdoor provision including list of proposed resources, and expected staff:child ratios for each age group.
- ☐ 3. A copy of the Child Registration Form – also submitted to and approved by the Public Health Department for content relating to a child's health information and emergency consent.

**Note:** It is strongly recommended that prior to submitting plans to the Department of Planning (Step No. 4), 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.

- ☐ 4. Approved plans from the Department of Planning, including Floor Plans (drawn to scale) of proposed site and building Change of Use approval to use the location as an early childhood care and education centre. If site requires construction, this must also include the Building Permit from the Building Control Unit in the Department of Planning. The plans should show clearly the layout of the institution (i.e. all structures to be labelled showing clearly what they will house - rooms, administration, storage, etc., including number of children 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 to play. Please note that classrooms should be a minimum of 20 square feet of **useable** space per child and outdoor space should be a minimum of 40 square feet of **useable** space per child registered at the Centre.
- ☐ 5. 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.
- ☐ 6. Copy of the educational institution's Behaviour Policy which must be in line with national policy and guidelines.



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- ☐ 7. Copy of the educational institution's Special Education Needs Policy and Provision which must be in line with national policy and guidelines.
- ☐ 8. 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.
- ☐ 9. Copy of the educational institution's Illness Policy, including the provision for and the management of an isolation area/sick bay.
- ☐ 10. Certificate of Good Standing from the General Registry of the Cayman Islands if the company has been registered for more than one year before the date of this application.

Once these documents have been satisfactorily reviewed, a Phase 1 approval email will be issued by the Education Council to move forward to Phase 2. **Please note that once Phase 1 approval has been granted, you may also start advertising and develop a list of prospective children. However, you must not sign any contracts with any parents/guardians of prospective children or receive payments from them until you have obtained a valid Trade and Business Licence or Non-Profit Organisation Status.**

**On all advertising material, including online and social media, you must include the following disclaimer, "[NAME OF INSTITUTION] is currently undergoing the application process to be fully registered as an early childhood care and education centre in the Cayman Islands. Until such time as full approval is formally given, no enrolment agreements may be entered into with any parents/guardians of prospective children."**

**PHASE 2:** Once the Phase 1 approval email (valid for 12 months) from the Education Council has been received, the applicant can proceed to Phase 2 and submit all required documentation when ready.

- ☐ 11. Certificate of Occupancy from the Department of Planning.
- ☐ 12. "Pass" Certificate from the Cayman Islands Fire Service valid within the last 12 months.
- ☐ 13. Certificate or Letter of Approval from the Department of Environmental Health valid within the last 12 months.



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Once these documents have been satisfactorily reviewed, a Phase 2 approval email will be issued by the Education Council to move forward to Phase 3. This email can be submitted to the Cayman Islands Department of Commerce and Investment to procure a Trade and Business Licence (if applicable).

**PHASE 3** Once the Phase 2 approval email from the Education Council has been received, the applicant can proceed to Phase 3 and submit all required documentation when ready. Documentation for this phase must be submitted at least 60 calendar days prior to the anticipated start date in the application form to avoid delays in opening.

14. If applicable, either:

- ☐ a. a copy of the Trade and Business Licence issued by the Department of Commerce and Investment (DCI), or
- ☐ b. a copy of the certificate of registration evidencing status as a Cayman Islands Non-Profit Organisation as issued by the Registrar of Companies.

☐ 15. Completed Staff Data Form (Appendix I) with the following supporting documentation:

- Proof of identification for all staff.
- Proof of immigration status in the Cayman Islands (Caymanian/Permanent Resident/Work Permit Holder) for all staff. Please indicate if staff member is not currently on island.
- Qualifications for all staff. Please also specify which staff are intending to be licensed teachers so that their qualifications can be reviewed by the Department of Education Services confirming that they can obtain a licence to teach in the Cayman Islands. If they have already obtained their licence to teach in the Cayman Islands, a copy of their licence must be submitted.
- Police Clearance or Criminal Background Check (if available in relevant jurisdiction) for all staff, valid within 6 months from the date of submission for this Phase of the application.
- Proof of valid First Aid and CPR training certification for all staff (except staff who may service the centre outside of operation hours **only** e.g. janitorial staff or gardening staff).
- Proof of Ministry of Education approved child protection training for all staff.
- 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.

☐ 16. 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 early years centre over the required minimum.

Once these documents have been satisfactorily reviewed, Ministry representatives will make a site visit and generate a report for consideration by the Education Council as part of the Phase 3 approval process.



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Approval of this Phase will allow the institution to commence operations and open the early childhood care and education centre and proceed to Phase 4.

**PHASE 4:** Once the Phase 3 approval email from the Education Council has been received, the applicant can proceed to Phase 4 and submit all required documentation within the first 60 calendar days of commencing operations.

- ☐ 17. Updated staff information for any new staff hired during the first 60 calendar days of operations with the supporting documentation as required in Phase 3.
- ☐ 18. Any outstanding proof of contributions to a Pensions Plan in accordance with the Pensions Law.
- ☐ 19. Certificate of Good Standing from the General Registry of the Cayman Islands if this was not provided in Phase I.
- ☐ 20. Recent "Pass" Certificate from the Cayman Islands Fire Service which will include the educational institution conducting the necessary fire drills while children are present.
- ☐ 21. Recent Inspection Report and approval from the Public Health Department of an inspection conducted while children are present.

Once these documents have been satisfactorily reviewed, a Phase 4/Full Registration approval letter and accompanying Registration Certificate will be issued by the Education Council. These documents will be valid for a period of 3 years.





### Section 3 – Application Form for Phase I

<b>Name of Early Childhood Care and Education Centre:</b>		
<b>Anticipated Date of Opening:</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>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>Age Range of Children to be enrolled at educational institution:</b>		
<b>Hours of operation:</b>		
<b>Curriculum to be used:</b>		
<b>Ownership Registration:</b>	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Company (For-Profit) <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit	
<b>Owner(s):</b>  <b>Proof of Identification, Nationality, Immigration Status in the Cayman Islands and Qualifications must be provided along with a police clearance valid within 6 months of the submission of Phase I of this application.</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>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Name:</b>	
	<b>Date of Birth:</b>	
<b>Nationality:</b>		



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	<b>Immigration Status in the Cayman Islands:</b>	
	<b>Qualifications:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Members of the Educational Institution Board (if applicable):</b>  <b>Proof of Identification, Nationality, Immigration Status in the Cayman Islands and Qualifications must be provided along with a police clearance valid within 6 months of the submission of Phase I of this application.</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>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<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>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<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>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<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>Police Clearance Submitted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Head(s) of Educational Institution:</b>  <b>Proof of Identification, Nationality, Immigration Status in the Cayman Islands and Qualifications must be provided along with a police clearance valid within 6 months of the submission of Phase I of this application.</b>  <b>Note: if not determined at this time, information will have to be provided in Phase 3.</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>Police Clearance Submitted:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<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>Police Clearance Submitted:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Documents Included with application form:</b>			
<input type="checkbox"/> Business Plan, including projected financial documentation, organisational chart, details of indoor and outdoor provision including list of proposed resources, and expected staff:child ratios for each age group. <input type="checkbox"/> Company Registration: Confirmation if the centre will be owned by a sole trader, incorporated as a company, registered as a partnership or registered as a non-profit organisation. This includes a copy of the relevant legal certificate issued by the General Registry of the Cayman Islands. <input type="checkbox"/> Copy of the Centre's Curriculum Framework. <input type="checkbox"/> Proof of Identification for Owner, Centre's Board (if applicable) and Head of Centre. <input type="checkbox"/> Proof of Nationality for Owner, Centre's Board (if applicable) and Head of Centre.			



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- ☐ Proof of Immigration Status in the Cayman Islands for Owner, Centre Board (if applicable) and Head/Director/Principal of Centre.
- ☐ Proof of Qualifications for Owner, Centre Board (if applicable) and Head/Director/Principal of Centre.
- ☐ Police Clearances (valid within 6 months of submission of this application) for Owner, Centre Board (if applicable) and Head/Director/Principal of Centre.
- ☐ Copy of Child Registration/Enrolment Form with approval from the Public Health Department.
- ☐ Approved Plans from the Department of Planning including Floor Plans of proposed site and building Change of Use approval (if building already exists).
- ☐ Building Permit from Department of Planning if building requires any construction.
- ☐ 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.
- ☐ Copy of the educational institution's Behaviour Policy which must be in line with national policy and guidelines.
- ☐ Copy of the educational institution's Special Education Needs Policy and Provision which must be in line with national policy and guidelines.
- ☐ 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. ☐ Copy of the educational institution's Illness Policy, including the provision for and the management of an isolation area/sick bay.
- ☐ Certificate of Good Standing from the General Registry of the Cayman Islands if the company has been registered for more than one year before the date of this application.

**Signature and Assurance**

By signing this document, you confirm that you are authorised to sign on behalf of the above named early childhood care and education centre and that all information submitted and documentation provided, to the best of your knowledge, is truthful and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Date of Receipt:		Date Phase I Submitted to the Education Council:	
Council Decision:			
Date applicant informed of Phase I decision:			