



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

APPLICATION FORM TO REGISTER AS AN EDUCATIONAL INSTITUTION PROVIDING PART-TIME COMPULSORY EDUCATION IN THE CAYMAN ISLANDS

Education Law, 2016

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

Section I – Instructions and Guidance

The application process to register as an educational institution providing part-time compulsory education is a detailed and phased approach to ensure safe and caring environments, relevant to the needs and interests of all students, and which promote the spiritual, emotional, moral, social, cultural, physical, intellectual and economic development of students in the care of the institution (Education Law, 2016, Part 5, 17(1)(b)). The Ministry of Education and Education Council have a duty to ensure the safety and wellbeing of every child in every educational institution or location, including home schools. This approach not only benefits the potential students of the institution but it also benefits the applicant and potential staff to ensure all statutory requirements are met and to assist the applicant in a clear, progressive process.

In accordance with Section 9(1) of the Education Law, 2016, no person or entity may own, operate, manage or participate in the management of, any educational institution or institution providing educational support services, and no educational institution or institution providing educational support services shall be operated, unless that institution is registered in accordance with the Education Regulations, 2017. Therefore, the requirements outlined in this application ensure that the requirements in the Law and Regulations are met.

Part-Time Education means less than five hours of curriculum instruction per day, excluding lunch and break time, or any such period of days being less than one hundred and eighty-five (185) days per year, or the equivalent hours per year or any other duration as may, from time to time, be specified in regulations.

Complete this application form for consideration to establish and operate, in accordance with Part 3 of the Education Law, 2016:

- an Educational Institution providing part-time compulsory education,
- a tutoring centre
- mobile tutoring services

To register as another institution other than an educational institution providing part-time compulsory provision, please visit the Ministry of Education's website, www.education.gov.ky, for the following registration forms:

- Full-time compulsory institution/school
- Early Childhood Care and Education Centre
- Post-compulsory education and training institution
- Technical and vocational education and training institution
- Education provision for persons with special education needs and disabilities



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- Educational support services
- Home School

In order for this application to be considered, it must be completed in its entirety and submitted to:
The Secretary of the Education Council
Ministry of Education
Email: 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 five (5) phases of document submission and approval in order to be granted registration as an educational institution providing part-time education. This phased approach ensures the health and safety of potential students as well as assists in identifying any issues in delaying the application, ensuring statutory requirements are met with other Government agencies. However, if your institution has been in operation prior to the Education Law, 2016 coming into effect, then you may submit all documentation for all phases at the same time. The Phases are as follows:

- **Phase 1:** Initial information that includes completed application form and information on the overarching principles of the educational institution, , background information on the owners, and proposed location of the institution. These documents must be submitted at least six (6) months prior to the proposed opening date if no significant construction is anticipated for the proposed site, and one (1) year prior to the proposed opening date if significant construction work is anticipated for the proposed site. **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.
- **Phase 2:** Construction/Modification/Building Approval Phase. This Phase ensures that the site being used is safe and meets all statutory requirements of the Cayman Islands Department of Planning, Cayman Islands Department of Environmental Health and the Cayman Islands Fire Services.
- **Phase 3:** Staffing information and statutory requirements for staffing and required policies.
- **Phase 4:** Requirements to allow students to enter the premises. This ensures all requirements are met for the business to legally open including obtaining a valid Trade and Business Licence. The documentation outlined in Phase 4 must be submitted at least eight (8) weeks prior to the anticipated start date in order to avoid delays in opening.
- **Phase 5:** Allows for final requirements to be obtained and submitted, and inspections to take place while students are present.

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

An interim approval letter must be issued by the Education Council after each phase prior to the continuation of the application. When all documentation for Phase 4 has been received, Ministry



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representative(s) will review this documentation and perform a site visit. If all requirements have been met, the Chief Officer will forward a written report to the Education Council recommending the initial registration of the institution. Education Council will then provide a response within 15 working days. Once initial registration is approved by the Education Council, the educational institution may open for operation. The documentation for Phase 5 must be submitted within the first two (2) months of the educational institution providing part-time compulsory education commencing its operations (i.e. once staff officially begin working at the institution).

All requirements outlined for registration via this form are mandatory in order for the Education Council to consider any application for registration of an educational institution. All required documentation must be originals or notarised copies, where applicable.

Once Phases 1-5 are approved by the Education Council, the Council will grant full registration of the educational institution for a period of up to three (3) years. If Council does not approve the final registration by the end of Phase 5, the educational institution must comply with any and all instructions given by Education Council which may include ceasing all operations.

As per Clause 7(6) of the Education Regulations, 2017, 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 programmes, curriculum or location which shall be approved by the Education Council prior to implementation.

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.

Institutions will be required to apply for renewal of registration with Education Council no less than 60 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.

Queries can be directed to:

Kimberly Kirkconnell
Secretary to the Education Council
Ph. 244-3151
Email. 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:
 - Anticipated date of opening
 - Address information
 - Contact information
 - Type of Educational Institution
 - Level of Educational Institution (e.g. Primary or Secondary)
 - Certificate of Incorporation as issued by General Registry of the Cayman Islands
 - Owner/Educational Institution Board/Institution (e.g. Church) Information
 - *Physical Plan of the educational institution's location and details of indoor and outdoor provision.
- 2. Business Plan, including projected financial documentation and organisational chart
- 3. A copy of the Child Registration Form which must include content relating to a child's health information and emergency consent.

Note: It is strongly recommended that prior to submitting plans to the Cayman Islands Department of Planning (Step No. 4), that the Ministry of Education, the Cayman Islands Department of Environmental Health and Cayman Islands Fire Services be contacted to conduct a courtesy inspection as this may impact your Plans.

- *4. Approved Plans from the Cayman Islands Department of Planning, including Floor Plans (drawn to scale) of proposed site and building Change of Use approval to use the location as an educational institution providing part-time education. If site requires construction, this must also include the Building Permit from the Cayman Islands Building Control Unit in the Cayman Islands 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 - classrooms, administration, cafeteria, etc.), square footage of each classroom and the square footage of all outdoor space for students (if provided). Please note that classrooms should be a minimum of 20 square feet of usable space per child and outdoor space (if provided) should be a minimum of 40 square feet per child.
- 5. 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 I approval letter will be issued by the Education Council to move forward to Phase 2. **Please note that once Phase I approval has been granted, you may also start advertising and develop a list of prospective students. However, you must not enter into enrolment agreements with parents prior to completion of this**



registration process (to include the requisite approvals being given) and receipt of a valid Trade and Business Licence.

On all advertising material, including online and social media, you must include the disclaimer, “[NAME OF INSTITUTION] is currently undergoing the application process to be fully registered as an educational institution providing part-time compulsory education 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 students.”

PHASE 2: Once the Phase 1 approval letter (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.

- *6. Certificate of Occupancy from the Cayman Islands Department of Planning.
- *7. Pass Certificate from the Cayman Islands Fire Service valid within the last 12 months.
- *8. Certificate or Letter of Approval from the Cayman Islands Department of Environmental Health valid within the last 12 months.

Once these documents have been satisfactorily reviewed, a Phase 2 approval letter will be issued by the Education Council to move forward to Phase 3.

PHASE 3: Once the Phase 2 approval letter from the Education Council has been received, the applicant can proceed to Phase 3 and submit all required documentation when ready.

- 9. Completed Staff Data Form (Appendix 1) with the following supporting documentation:
 - 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 the roles of each staff member.
 - Any staff member currently holding a teaching licence as issued by the Cayman Islands Department of Education Services must provide a copy of the same.
- 10. Student Data:
 - Completed student data form (Appendix 2), only if your educational institution has been in operation prior to the Education Law, 2016 coming into effect.
 - Current and/or intended Staff to Student ratio
 - Current and/or intended Schedules of students and staff



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- 11. 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 policy on Child Protection.
- 12. Copy of the educational institution's Behaviour Policy.
- 13. Copy of the educational institution's Special Education Needs Policy and Provision.
- *14. 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 procedures, and missing child procedure. 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.

Once these documents have been satisfactorily reviewed, a Phase 3 approval letter will be issued by the Education Council to move forward to Phase 4. This letter can be submitted to the Cayman Islands Department of Commerce and Investment to procure a Trade and Business Licence.

PHASE 4: Once the Phase 3 approval letter from the Education Council has been received, the applicant can proceed to Phase 4 and submit all required documentation when ready. Documentation for this phase must be submitted at least eight (8) weeks prior to the anticipated start date in the application form to avoid delays in opening.

- 15. 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.
- 16. Proof of valid CPR training certification for all staff.
- 17. Proof of Ministry of Education approved child protection training for all staff.
- 18. A copy of the Trade and Business Licence issued by the Cayman Islands Department of Commerce and Investment (DCI). In order to receive the Trade and Business Licence the Certificate of Registration from the Education Council will need to be submitted to DCI.
- 19. Proof of Health Insurance for all staff in the form of a letter of enrolment from the educational institution's Health Insurance provider.
- *20. Proof of Public Liability Insurance. Please note that it is the responsibility of the applicant to assess (and be able to demonstrate) the appropriate level of insurance coverage deemed suitable for their educational institution.



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- 21. Proof of contributions to a Pension Plan for all staff in the form of a letter of confirmation from the educational institution's Pension Plan provider.

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 4 approval process. The granting of approval of this Phase will allow the educational institution to proceed to Phase 5.

PHASE 5: Once the Phase 4 approval letter from the Education Council has been received, the applicant can proceed to commence operations and proceed to Phase 5 and submit all required documentation within the first two (2) months of commencing operations.

- 22. Any outstanding proof of contributions to a Pensions Plan where contributions were delayed in accordance with the Pensions Law.
- 23. Certificate of Good Standing from the General Registry of the Cayman Islands within the first year of operation if this was not provided in Phase I.
- *24. Recent "Pass" Certificate from the Cayman Islands Fire Service which will include the educational institution conducting the necessary fire drills while students are present.

* Not applicable to those applicants only providing mobile tutoring services.



Section 3 – Application Form for Phase I

Name of Educational Institution:		
Anticipated Date of Opening:		
Physical Address:	Street Address:	
	District:	
	Block & Parcel Number:	
Mailing Address:		
Website:		
Primary Email Address:		
Type of Educational Institution (Please chose all that apply):	<input type="checkbox"/> For Profit (Company) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Church or Religious Affiliation <input type="checkbox"/> Governing Body/Board of Directors <input type="checkbox"/> Other (Please Specify):	
Applying for registration as an:	<input type="checkbox"/> Educational Institution providing part-time compulsory education (tutoring centre) <input type="checkbox"/> Educational Institution providing part-time compulsory education (mobile tutoring services) <input type="checkbox"/> Other Educational Institution providing part-time compulsory education (Please Specify):	
Level of Educational Institution (Please chose all that apply):	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	
Age Range of Students to be enrolled at educational institution:		
Ownership Registration:	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Company (For-Profit) <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit	
Owner(s): Proof of 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.	Name:	
	Date of Birth:	
	Nationality:	
	Immigration Status in the Cayman Islands:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No



	Name:	
	Date of Birth:	
	Nationality:	
	Immigration Status in the Cayman Islands:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Members of the Educational Institution's Board (if applicable):</p> <p>Proof of 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.</p>	Name:	
	Date of Birth:	
	Nationality:	
	Immigration Status in the Cayman Islands:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Name:	
	Date of Birth:	
	Nationality:	
	Immigration Status in the Cayman Islands:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Name:	
	Date of Birth:	
Nationality:		
Immigration Status in the Cayman Islands:		
Qualifications:		
Phone:		
Email:		



	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Name:	
	Date of Birth:	
	Nationality:	
	Immigration Status in the Cayman Islands:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Documents Included with application form:

- Business Plan, including projected financial documentation and organisational chart
- Confirmation if the institution 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.
- Proof of Nationality for Owner, Educational Institution Board (if applicable)
- Proof of Immigration Status in the Cayman Islands for Owner, Educational Institution Board (if applicable)
- Proof of Qualifications for Owner, Educational Institution Board (if applicable)
- Police Clearances (valid within 6 months of submission of this application) for Owner, Educational Institution Board (if applicable)
- Copy of Child Registration/Enrolment Form
- Approved Plans from the Cayman Islands Department of Planning including Floor Plans of proposed site and building Change of Use approval (if building already exists).
- Building Permit from the Cayman Islands Department of Planning if building requires any construction

Signature and Assurance

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.

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:			