



## **APPLICATION FORM TEMPORARY RELOCATION OF AN EDUCATIONAL INSTITUTION**

Education Act (2024 Revision)

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

### **Section I – Instructions and Guidance**

Please use this form to apply for temporary relocation of:

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

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

The educational institution is responsible for completing the application form and ensuring all relevant documentation is in order. Once the application form is received by the relevant team in the Ministry of Education and Training, 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 checklist 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 and Training, 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 audit date.

All requirements outlined for temporary relocation via this form are mandatory for the Education Council to consider any application for temporary relocation of an educational institution.

Once the Education Council approves the application, the Council will grant permission for temporary relocation of the educational institution for a specific time period. If Council does not approve the relocation, the educational institution must comply with all instructions given by the Education Council, which may include being issued with a notice to improve or cease 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.



**Education Council**  
Cayman Islands Government

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

By using this form, educational institutions will be required to apply for planned temporary relocation with the Education Council no less than 90 calendar days before the relocation start date.

Educational institutions will be required to apply for emergency temporary relocation with the Education Council or to such person as may be determined by the Chief Officer as soon as possible and prior to the relocation.

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

Queries can be directed to:

Ministry of Education and Training  
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):
  
- 2. For relocation within the same campus:
  - Copy of the temporary relocation floor plan
  - Copy of the most recent Department of Environmental Health report (within the past 12 months)
  - Copy of the most recent Cayman Islands Fire Services Annual Pass and Drill (within the past 12 months)
  - Copy of the updated evacuation plan from the temporary relocation. The educational institution is responsible for reviewing the Hazard Management Plans with the staff that will be located in the temporary relocation spaces.
  - Walkthrough of the temporary relocation spaces by representatives from the Ministry of Education and Training to ensure compliance with Education Regulations (2024 Revisions), Education Council Guidelines for Early Childhood Care and Education and the Safe Environment Policy.
  - Copy of the email to inform Cayman Islands Fire Services [FireSafetyInspections@gov.ky](mailto:FireSafetyInspections@gov.ky) of the temporary relocation with the dates and floor plan
  - Completion of requirements/recommendations from agencies prior to using the temporary relocation spaces.
  - 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.

For relocation off site:

- If relocating to another educational institution in operation a copy of the current registration certificate
- Copy of the Certificate of Occupancy stating category
- Copy of documentation that states the building code classification (i.e. E or I-4)
- Copy of the floor plan (to include square footage of the spaces children will access, sick bay/isolation area, office, adult spaces)
- Copy of Hazard Management Plan adapted for the Temporary Relocation
- Copy of updated policies impacted by the relocation
- Copy of the Department of Environmental Health certificate or letter of approval
- Copy of the Cayman Islands Fire Services Annual Pass and Drill
- Walkthrough of the temporary relocation spaces by representatives from the Ministry of Education to ensure compliance with Education Regulations (2024 Revision), Education Council Guidelines for Early Childhood Care and Education and the Safe Environment Policy.
- Copy of the email to inform Cayman Islands Fire Services [FireSafetyInspections@gov.ky](mailto:FireSafetyInspections@gov.ky) of the temporary relocation with the dates and floor plan



- Completion of requirements/recommendations from agencies prior to using the temporary relocation spaces.
- 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.

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 temporary relocation approval process.

**PHASE 2:** Once the Phase 1 approval email from Education Council has been received, the applicant can proceed to Phase 2 and submit all required documentation within 30 days of the temporary relocation.

- If the temporary relocation is off site and a business - a copy the email with attached letter sent to the Trade and Business Licence Board to notify of the business' temporary relocation. This must be sent via email to [info@dci.gov.ky](mailto:info@dci.gov.ky) no later than thirty days after the temporary relocation.
- If the temporary relocation is off site and a NPO – a copy of the email sent to General Registry notifying of the NPO's temporary relocation.
- Inspection Report and approval from the Public Health Department of an inspection conducted while children are present.
- Recent "Pass" Certificate from the Cayman Islands Fire Service which will include the educational institution conducting the necessary fire drills while children are present.



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

<b>Name of Educational Institution:</b>		
<b>Request for Temporary Relocation</b>	<input type="checkbox"/> Emergency <input type="checkbox"/> Planned	
<b>Dates for Temporary Relocation</b>	<b>Expected Start Date:</b>	
	<b>Expected End Date:</b>	
<b>Reason for Temporary Relocation:</b>		
<b>Expected Outcomes for the Temporary Relocation:</b>		
<b>Permanent Physical Address:</b>	<b>Street Address:</b>	
	<b>District:</b>	
	<b>Block &amp; Parcel Number:</b>	
<b>Temporary Relocation 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>Permanent Telephone Numbers:</b>	<b>Landline:</b>	
	<b>Cell Phone:</b>	
<b>Temporary Relocation Telephone Numbers:</b>	<b>Landline:</b>	
	<b>Cell Phone:</b>	
<b>Level of Educational Institution That Will Temporary Relocate (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>Sections/Grades/Years That Will Temporary Relocate:</b>		



<b>Age Range of Children/Students That Will Temporary Relocate:</b>		
<b>Number of Children/Students that Will Temporary Relocate:</b>		
<b>Number of Staff that will Temporary Relocate:</b>		
<b>Hours of operation at Temporary Relocation:</b>		
<b>Owner/Shareholders(s):</b>	<b>Name:</b>	
	<b>Name:</b>	
<b>Head(s) of Educational Institution:</b>	<b>Name:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
	<b>Name:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	
<b>Additional Information:</b> Please list any additional information that you would like to be considered.		



### 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 of Audit:

Date of Site Visit:

Date Submitted to Education Council:

Education Council Decision:

Date applicant informed of decision: