

Becoming a Cambridge Early Years Centre

Application form



Cambridge Assessment
International Education

Before or while you are completing this form you may find it helpful to refer to our *Becoming a Cambridge Early Years Centre* guide designed to support centres through the registration process at www.cambridgeinternational.org/earlyyears

1. Contact details

Centre name* (This is the name all invoices will be addressed to)

Address

Town/City

State/Province

Postcode

Country

GPS coordinates

Main centre phone number

Local time zone

Main centre email address**

Centre website

Date completed

Head of centre details (if not already supplied)

Title

Given name/first name

Family name/last name

Job role

Email address**

Country phone code

Phone number

* We cannot register centres with the word 'Cambridge' in their name unless it relates to the location of the centre.

** Please provide a domain name specific to your centre rather than a public email address.



2. Financial details

Please be aware that as part of your application we are required to carry out a credit check. You may be contacted as a result of this. In order to assist us with the credit check, please complete the following questions:

Name of organisation responsible for the centre

Organisation/registration number

What year was your centre established?

Tax ID

What is your VAT number? (EU countries only)

If your centre has registered with Cambridge International or Cambridge English, please provide the centre number assigned below.

This is the official organisation name and number used for filing/registering the centre's annual accounts with the appropriate government agency in your country.

Details of Early Years Centre administrator

Name and email address of the Early Years Centre Administrator (This person will be responsible for maintaining users of the School Support Hub, authorising training bookings for practitioners at their centre, procuring learning resources from Cambridge University Press and providing administrative support for CEM assessments. They will also receive access to Cambridge International Direct to manage centre details and receive information from Cambridge International.) If you are already registered with Cambridge International this person will be the same as your existing School Support Coordinator.

Details of Early Years Centre administrator

Given name/first name

Family name/last name

Email address**

Details of finance contact

We will send all invoices to this person.

Given name/first name

Family name/last name

Email address**

** Please provide a domain name specific to your centre rather than a public email address.



3. Tell us more about your centre

What is the mission of your centre?

What are the values of your centre?

How would you describe your centre?

What philosophy or approach do you follow? (i.e. Montessori, Waldorf, Reggio Emilia, EYFS, Froebel, other – please specify)

If you select your students how would you describe your selection policy?

What type of early years set-up are you? (for example, part of a K-12, franchise or NGO)
Please provide details.

What age range(s) of children attend your centre? (tick all that apply)

- 1 to 3 year olds
- 2 to 6 year olds
- 3 to 6 year olds
- 1 to 6 year olds
- other (give details)

Give details for 'other' here

Is your centre:

- Private State Other (provide details below)

How many children are there in your centre?

How many children are in EY1, EY2 and EY3?

If you belong to a group/association/franchise brand of centres please enter the name of the group here.

If you work (or have worked) with any other international education organisation enter the name of the organisation here



4. Tell us more about the decision makers in your centre

Whose decision is it to apply to become a Cambridge Early Years Centre? If the decision was made by a group or committee, please provide a contact name for the group or committee.

In the future who will decide whether the centre follows additional Cambridge programmes or qualifications?

5. Languages

Tell us about the languages your lessons are taught in.

The majority of our administrative, teaching, learning, assessment support materials and systems are in English. How will you manage this?



6. Leadership and management (to be completed by the Head of Centre)

What is your role at the centre?

Owner Franchise owner Head of Centre

How long have you been in the above role at this centre?

What goals do you hope to achieve by becoming a Cambridge Early Years Centre?

Describe the structure and reporting arrangements of your leadership team and management board.

Describe how strategic decisions are made within the centre.



Describe the main policies and procedures you have in place for the management of staff.

Do you hold employment contracts and job descriptions for all staff?

Yes No

How do you monitor performance and manage self-improvement in your centre?

How will you prepare your leadership team for following Cambridge programmes and qualifications?



7. Teaching and learning

Tell us about your professional development approach for practitioners.

Give some examples of ways in which your practitioners are supported in the continuous improvement of their practice.

What systems or methods do you have in place for measuring the impact of your teaching?
How do you plan for a cycle of continuous improvement?

Briefly describe your approach to curriculum design, i.e. combination of skills and subjects/
topics studied each year.



If you are planning to combine the Cambridge Early Years Programme with other local or national curricula or regulations to form one blended school curriculum, please briefly explain how you will approach this. Balance, coherence and consistency are particularly important issues to consider. (If you have already covered this in previous sections – simply add the text 'Covered in section X').

Tell us about your daily routine for all age groups and how this reflects the types of pedagogy used in the setting.

What is the present practitioner–child ratio being followed for all age groups in your centre?

How will you prepare your practitioners to teach Cambridge Early Years?



8. Physical environment

Please give us some basic information about your centre's physical environment.

Briefly describe the structure of your centre building, giving us an idea of age and quality.

Do you have health and safety policies in place as legally required by your government or state?

Yes No

Do you have the necessary first aid provision as legally required by your government or state?

Yes No

Do you have the necessary fire certificate and equipment as legally required by your government or state?

Yes No

Do you have child protection polices, where applicable in line with government requirement?

Yes No

What is the size of your classrooms and what age and number of children are in each classroom?

Please tell us if you have provision for the following in your setting:

Child-friendly toilets and sinks.

Easy access to water in or close to each classroom for washing hands.

Indoor and outdoor spaces suitable for different types of learning activities, including areas where:

All children can sit together.

Children can play independently indoors and outdoors, including sand and water play

Children can do activities at tables.

Children can wash their hands, e.g. during art and design activities.

Children can do physical activities that involve gross-motor skills, e.g. physical development, dance and drama activities.

Thinking about the range and quantity of your resources (toys, books, craft materials, outdoor equipment etc.), how well resourced are you?

We are already well-resourced.

We will need to teach the Cambridge Early Years Programme using basic resources only.

We intend to purchase a substantial number of new resources to teach the Cambridge Early Years Programme.



Extra questions

- If you become a Cambridge Early Years Centre please tick this box to confirm that your centre has all the necessary toys and equipment to implement the Cambridge Early Years Programme effectively.
- If you become a Cambridge Early Years Centre we would like to add your centre's web address to the 'Find a Cambridge Early Years Centre' listing on our website. This will allow users to search for their nearest Cambridge Early Years Centre in India. Please tick this box if you would like your centre to be included.

Unless advised otherwise, we will assume you wish to register with us from the earliest possible date. Should you wish to delay, please state the date you wish to be registered from here.

Please indicate dates that would be convenient to conduct the approval visit should the application proceed to the next stage. Should you wish to delay, please state the date you wish to be registered from here.

Thank you very much for completing this form. Please email your completed form to your local Cambridge representative.

Next steps

We will review your form and get in touch with the named person if we need more information. We aim to contact you within five working days of submitting your *Application Form*.

If your answers show that you meet our criteria for becoming a Cambridge Early Years Centre we will organise an approval visit. The approval visit is carried out by your local Cambridge representative or by a specialist briefed about your centre and what you hope to achieve by joining us. They will look for evidence to show that you meet our criteria.

Our *Becoming a Cambridge Early Years Centre* guide tells you what we will be looking for during the approval visit and the type of evidence you need to prepare. If your answers show that you do not meet our criteria for becoming a Cambridge Early Years Centre we will explain why and what you need to do before you apply again.

Legal responsibilities

If you want to join us, it is really important that you understand the legal responsibilities of a Cambridge Early Years Centre. When you become a Cambridge Early Years Centre you must comply with our regulations. If you do not we can withdraw your status as a registered Cambridge Early Years Centre. Please tick the box below to indicate that you have read and understood:

- The Centre responsibilities in the first section of the *Cambridge Early Years Handbook*.

Please select one of the below:

- The centre has the necessary government permission to offer an international curriculum.
- There is no requirement in the country or region for government approval to offer an international curriculum.

If you are not able to provide evidence of required government permission, please provide further detail here:



Our Quality Management System meets the requirements of ISO 9001 – the internationally recognised standard for the quality management of organisations.
FS 530509