

# Becoming a Cambridge Early Years Centre

## A guide to the registration process

We are delighted you are interested in becoming a Cambridge Early Years Centre. When you join us you will be part of a global community working to equip young learners for success in our changing world.

### Why do we ask centres to register with us?

All centres offering Cambridge Early Years must demonstrate their eligibility to do so by successfully registering with Cambridge Assessment International Education. Registration is a process for us to learn more about your values and approach to education. It will help us to establish which of our early years registration quality standards you meet and where we can support you to meet those you do not.

Once registered, you can access the programme. It provides everything you need to deliver a quality early years education: a holistic and balanced curriculum, engaging classroom resources, assessment approaches to measure learners' progress, and professional development.

### Building strong relationships

Each stage of the registration process helps to develop our relationship with you. We want to understand your vision for offering Cambridge Early Years and what you hope the programme will bring your young learners, staff and the wider community. In return, we want you to understand our approach to early years education and our policies and procedures, and to share our view of their importance. Registration also establishes a legal relationship between your centre and Cambridge, and makes clear the roles and responsibilities of both parties.





### What is in this guide?

This guide:

- explains the registration stages and describes how you should prepare for each stage of the process.
- describes our early years registration quality standards – and the support we provide to help you reach these standards.
- provides answers to frequently asked questions about the process.

For more information about Cambridge Early Years and to express your interest visit [www.cambridgeinternational.org/earlyyears](http://www.cambridgeinternational.org/earlyyears)

There are four steps to becoming a Cambridge Early Years Centre:

<b>1. Express your interest</b>	We aim to contact you within two working days of submitting your expression of interest.	
<b>2. Complete our Application Form</b>	We aim to contact you within five working days of submitting your <i>Application Form</i> .	
<b>3. We carry out an approval visit</b>	We will arrange a time that is convenient to you.	
<b>4. You become a Cambridge Early Years Centre</b>	If you are approved to become a Cambridge Early Years Centre we will aim to send you your contract letter within 30 working days of the approval visit.	



## Step one: Express your interest

If you are interested in becoming a Cambridge Early Years Centre go to [www.cambridgeinternational.org/earlyyears](http://www.cambridgeinternational.org/earlyyears) and complete our online form.

At this stage we ask:

- for your key contact details.
- why you want to be a Cambridge Early Years Centre.
- whether you already work with us or any other education organisations.
- for general information about your centre.
- whether you have the necessary government permissions to offer an international education.

### What should I do before completing the *Expression of Interest Form*?

Before expressing interest in becoming a Cambridge Early Years Centre it is a good idea to have a number of internal policy discussions to:

- consider your goals in implementing the Cambridge Early Years Programme.
- assess your resources and facilities against our requirements.
- identify the impact on your practitioners of moving to our programmes.

### What information is available to support these early discussions?

We provide a range of documents (see page 3) that will help you get a better understanding of the:

- Cambridge Early Years programme.
- issues to consider to successfully implement Cambridge Early Years.
- standards you must meet to become a Cambridge Early Years Centre.

If you would like to talk to us before you submit your expression of interest you can contact your local Cambridge representative or contact our Customer Services team.

### What happens next?

At the end of the form we ask the following question: 'Do you have the necessary government permissions to offer an international education?'

If you answer 'No' to this question we will tell you what to do next. If you answer 'Yes' you can submit the form.

When you submit your *Expression of Interest Form* it will be assigned to your local Cambridge representative who will get in touch within five working days to advise on next steps. We will provide support and guidance throughout the process.



## Step one: Express your interest continued

Useful information	How it helps
Cambridge Early Years brochure and web pages at <a href="http://www.cambridgeinternational.org/earlyyears">www.cambridgeinternational.org/earlyyears</a>	Provides an overview of our approach to early years education and the elements that make up the Cambridge Early Years Programme, including the curriculum, assessment tools, support and resources.
Early years registration quality standards	Sets out the requirements you need to meet to become a Cambridge Early Years Centre. Looking at the standards gives you an understanding of the areas we will discuss and evaluate during the registration process.
Cambridge Early Years curriculum sample learning statements at <a href="http://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-early-years/curriculum/">www.cambridgeinternational.org/programmes-and-qualifications/cambridge-early-years/curriculum/</a>	Shows how the curriculum is structured and how it offers a holistic approach that focuses on the whole child, connecting their development with the world and people around them. The content is split into six subject areas: <ul style="list-style-type: none"><li>• Communication, Language and Literacy.</li><li>• Creative Expression.</li><li>• Mathematics.</li><li>• Personal, Social and Emotional Development.</li><li>• Physical Development.</li><li>• Understanding the World.</li></ul>
Cambridge Early Years physical learning environment and resources	Provides an overview of the physical learning environment and resources that you will need to implement the Cambridge Early Years Programme.

All the above information is available at [cambridgeinternational.org/earlyyears](http://cambridgeinternational.org/earlyyears)



## Step two: Complete our *Application Form*

If you are ready to move to the application stage your local Cambridge representative will send you the *Application Form*. The form is designed for you to tell us more about your centre and learners. It also helps us get an understanding of whether your centre meets our early years registration quality standards. We have registration quality standards (detailed on page 5) for the following five key areas:

- Mission and educational values.
- Centre management and leadership.
- Quality of teaching and learning.
- The physical environment of the centre.
- Legal requirements.

### Questions about the application form stage

#### We are concerned we might not meet all your registration quality standards

We recognise that at the time you apply your centre might not fully meet all our registration quality standards. Talking with your local Cambridge representative at this stage will help you identify the standards you must achieve on or before the approval visit, and those that you can work towards once you join us. They will also be able to tell you about the support we can provide to help you move towards full achievement.

#### What should I do before completing the *Application Form*?

Before you complete the form we recommend you:

- read through the information detailed on the previous page.
- review and understand our registration quality standards (detailed on page 5).
- meet your senior management team to work out which of the early years registration quality standards the centre meets and how to demonstrate this when completing the *Application Form*.
- identify the roles and responsibilities of all staff who will be involved in managing and delivering Cambridge Early Years.
- review your centre's and practitioners' readiness to make the transition to Cambridge, identifying any support you may need.

You may also consider:

- consulting parents and your governing body.
- speaking to other Cambridge Early Years Centres or Cambridge International Schools in your area to discuss first hand the benefits of joining Cambridge International.

### What support do we offer at this stage?

If you have any questions about the *Application Form* your local Cambridge representative will be happy to help. They will also be able to provide guidance on each of our early years registration quality standards. If you think you do not fully meet any of our registration quality standards please discuss this with your local Cambridge representative. They will work with you to develop an action plan that sets out what you need to do to meet the standard(s) and when.

### What happens next?

When you have completed the *Application Form* send it to your local Cambridge representative. They will review the form and may come back to you for more information. When we have all the information we need we will make arrangements with you for the approval visit. If for any reason you are not ready to move to the approval visit stage we will advise you on the most appropriate steps to take.



## Step three: We carry out an approval visit

The approval visit is our opportunity to look at the evidence that supports the information you submitted on your *Application Form*. It will be carried out by your local Cambridge representative – or by a specialist, briefed about your centre and what you hope to achieve in becoming a Cambridge Early Years Centre.

### Meeting our early years registration quality standards

We will be looking to see if you meet our quality standards in five key areas.

The approval visit is not about looking to identify 'one right answer'. We know that Cambridge Early Years Centres come in many forms. Our network of centres includes some of the largest, most well-established and best-resourced names in education today, but also the smallest, and the newest which deliver effective education with few resources.

What they share is a commitment to delivering the best possible education for their learners. During the approval visit we want to build a picture of your centre, including your mission and educational values, approach to teaching and learning, and the vision you have for offering Cambridge Early Years. We also want to make sure you understand our approach and our policies and procedures.

The centre's mission and educational values	Centre management and leadership	Quality of teaching and learning	The physical environment of the centre	Legal requirements
<p>We require that:</p> <ol style="list-style-type: none"> <li>1. The centre has a clear mission statement that refers to its educational values.</li> <li>2. The culture of the centre is learner-centred. It supports children and practitioners to become confident, responsible, reflective, innovative and engaged.</li> <li>3. The foundations of international awareness and global perspectives are promoted.</li> <li>4. Relationships between staff and children are positive and show mutual respect. The centre has established and consistent expectations of behaviour.</li> </ol>	<p>We require that:</p> <ol style="list-style-type: none"> <li>1. The Head of Centre is suitably qualified and experienced in educational leadership.</li> <li>2. The senior management team and the governing body have clear goals to introduce Cambridge Early Years successfully. Their planning shows that this will be done effectively.</li> <li>3. Senior staff are committed to setting targets for centre improvement and staff development. These are supported by well-designed performance review and self-evaluation.</li> <li>4. Centre budgets are managed effectively and transparently.</li> <li>5. A complaints procedure is in place that effectively manages complaints for parents or carers and other stakeholders.</li> </ol>	<p>We require that:</p> <ol style="list-style-type: none"> <li>1. The centre has a suitable number of staff employed in management, teaching and support roles.</li> <li>2. The intended learning is clearly expressed and accessible to practitioners, children and their parents or carers.</li> <li>3. Assessment outcomes are monitored and evaluated, with clear feedback into teaching and learning strategies.</li> <li>4. Practitioners have suitable qualifications to deliver Cambridge Early Years successfully.</li> <li>5. Teaching takes account of children's diverse interests and needs.</li> <li>6. The centre has a well-designed approach to the professional development of practitioners and other staff.</li> <li>7. The centre has a clear policy to address the language needs of learners.</li> </ol>	<p>We require that:</p> <ol style="list-style-type: none"> <li>1. The centre premises create a positive and inclusive learning environment for children.</li> <li>2. The centre has a good understanding of the responsibilities set out in the <i>Cambridge Early Years Handbook</i>.</li> <li>3. The classroom sizes are suitable for the number of children.</li> <li>4. The centre has child-friendly toilets and sinks.</li> <li>5. The centre has easy access to water in or close to each classroom for washing hands.</li> <li>6. The centre has a suitable number and range of resources (toys, books, craft materials, outdoor equipment etc.) for the number of children in the setting. The resources adequately support delivery of the curriculum.</li> <li>7. There are indoor and outdoor spaces suitable for different types of learning activities, including areas where: <ul style="list-style-type: none"> <li>– all children can sit together.</li> <li>– children can play independently indoors and outdoors, including sand and water play.</li> <li>– children can do activities at tables.</li> <li>– children can wash their hands, e.g. during art and design activities.</li> <li>– children can do physical activities that involve gross-motor skills, e.g. physical development, dance and drama activities.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Fire certificate.</li> <li>2. Government approval to operate, including any approvals needed to provide the Cambridge curricula you wish to offer.</li> <li>3. Health and safety policies in line with government requirements.</li> <li>4. First aid provision in line with government requirements.</li> <li>5. Child protection policies in line with government requirements.</li> </ol>



## Step three: We carry out an approval visit continued

Your approval visit will typically last half a day and sometimes longer, depending on the centre.

You and your local Cambridge representative will agree the visit agenda beforehand. It will typically involve a mix of document review and classroom and facilities observation to give them the most appropriate evidence for each standard. The box below details the documents you are likely to need to share with us during the approval visit.

### Checklist of documents for the approval visit

Please have these documents available at the approval visit:

- organogram for senior management team.
- job descriptions for senior management team.
- roles and responsibilities with respect to Cambridge Early Years.
- key staff CVs (Head of Centre and practitioners involved in Cambridge Early Years).
- code of conduct for practitioners and learners.
- mission statement and educational values.
- centre development plan showing goals for the introduction of the Cambridge Early Years Programme.
- performance management plan.
- centre curriculum policy.
- centre language policy – child protection policy in line with government requirements.
- complaints policy.
- health and safety policy.
- first aid certificates.
- fire certificates as required by local legislation.
- centre professional development policy.
- evidence (in English) of government approval to offer an international curriculum.
- documents to evidence other necessary government permissions.

### Roles and responsibilities in the *Cambridge Early Years Handbook*

It is vital that you read and understand the roles and responsibilities section of the *Cambridge Early Years Handbook*. It will help you understand the legal requirements and responsibilities of a Cambridge Early Years Centre.

Your local Cambridge representative will share a copy of the roles and responsibilities section with the application form.

Once registered, you have a contractual responsibility to meet the regulations set out in the *Cambridge Early Years Handbook*.

### What happens after the visit?

After the visit your local Cambridge representative completes an *Approval Visit Form* detailing the evidence they have seen in relation to the early years registration quality standards. At the end of the form your local Cambridge representative will make a recommendation.

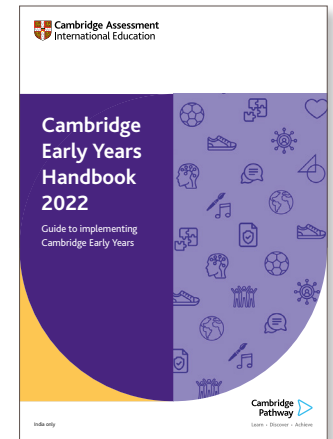
There are three categories:

- Approved.
- Approved with conditions.
- Not ready to join Cambridge.

Very few centres fall into the final category. In most cases we will have already told you why your centre is not yet ready to complete the process before getting to this point.

If the Cambridge representative recommends your centre is approved with conditions they will make clear what you need to do for full approval. They will continue to work with you to make sure this is put in place as effectively and quickly as possible.

Your Cambridge representative will return the completed *Approval Visit Form* along with the recommendation to us. We will aim to confirm the final recommendation within 30 days of the approval visit.

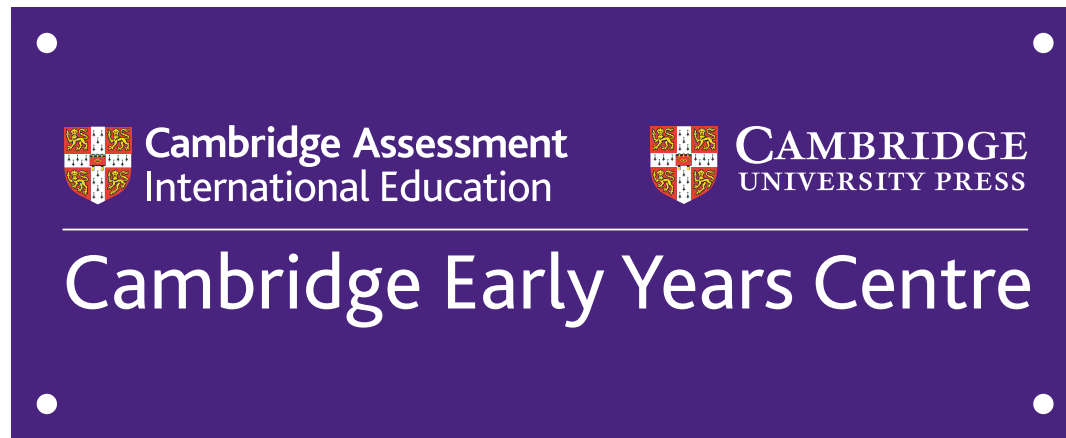




## Step four: You become a Cambridge Early Years Centre

If you are approved to join us we will send you a contract letter to sign and return. Signing the contract letter and paying any relevant fees completes the registration process. At this stage we hope you will be able to reflect on a professionally rewarding, supportive and educationally valuable experience.

You will receive a Welcome pack, plaque and certificate. Once you are approved we will contact you to complete your order for the required number of learner resource packs and Cambridge Early Years Check Together Assessments. You will receive an invoice for the Check Together Assessments and an invoice for the learner resources.





## Frequently asked questions

### **How long will the registration process take?**

We estimate three months from receipt of your *Expression of Interest Form* to confirming the outcome of your approval visit. If, however, there are delays in sending through the *Application Form* or there is a period of centre closure that prevents an approval visit taking place, then it is inevitable that the process will take longer.

### **How much does registration cost?**

We will share a full fees list with you during the application process. In addition, your own consideration of the implications of a move to a Cambridge Early Years will have identified the cost of new resources or equipment to be funded by the centre.

### **What happens if my centre does not fully meet the early years registration quality standards?**

One of the outcomes from an approval visit is 'Approved with conditions'. This means registration is approved but with certain restrictions until the conditions are met.

In such cases you can be confident that when the conditions are met, full registration will be achieved. Your Cambridge representative will detail the conditions that you need to meet to achieve full registration on the *Approval Visit Form* and share this action plan with you.

### **If I am not approved can I apply again?**

Yes. The most frequent cause for an application being rejected is that the application has been made too early – that is, before buildings have been completed or practitioner recruitment has taken place. In such circumstances we welcome a subsequent application when the timing is more appropriate.

### **Can you put me in touch with other centres registered with you?**

Yes. One of the strengths of our global community is that we can encourage links and professional exchanges between centres.

### **Where can I find more information?**

You can visit our website at [www.cambridgeinternational.org/earlyyears](http://www.cambridgeinternational.org/earlyyears) or contact our Customer Services team at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)