



**BEVERLY HILLS RESOURCES CORPORATION**  
**Infant Care Center/RC School**  
**6550 & 6556 Fountain Avenue, Hollywood, CA 90028-7823**  
**ADMISSIONS AGREEMENT/CONTRACT**

To Whom It May Concern:

Be it known that I, \_\_\_\_\_ parent / guardian  
of \_\_\_\_\_ hereby agree to comply with the following terms and condition:

1. **Enrollment** of my child is for a minimum of three (3) months automatically renewed every six months thereafter, unless terminated by either party with an advanced 15 day written notice.
2. **Absence Policy:** Full fees will be paid for all absences due to sickness or vacation. Parents will pay if Pathways does not pay for absences.
3. **Paid Holidays:** The attached school holidays will be paid.
4. **Guidelines for Releasing Children:** This school/center will release a child only to the parent with legal custody or to any who is authorized in writing by the parent or guardian. Photo ID is required.
5. **Discipline Policy:** No disciplinary action is allowed to infants. Infants need warm, nurturing, non-punitive, affectionate and considerate caregivers/teachers. An infant will never be pressured or punish for any misbehavior.
6. **Fees are assessed weekly:**  
Full time tuition fee for *INFANTS* is \$ \_\_\_\_\_ per week.  
Full time tuition fee for *PRE-SCHOOL* is \$ \_\_\_\_\_ per week.  
There is a one time Registration/Admission fee of \$ \_\_\_\_\_. There is a \$10.00 per week charge for late payments.
7. **Late Pick-Up Fee:** One (\$1) dollar per minute late. If you think you will be late in picking up your child, please inform us in advance so that we can designate a teacher to stay behind.
8. **A Child with High Temperature:** A child with high temperature is excluded from the school/center. The parent will be notified to pick up a child with a high temperature to prevent any permanent brain injury (meningitis) to the child in case of convulsion or seizure.
9. **Packed Lunch, Infant's Formula and Baby's Food:** Parents will bring to school nutritious packed lunch, snacks, infant's formula and baby's food. The school/center shall provide free regular milk and supplementary snack as needed.
10. **Modification of Conditions:** The parent will be notified thirty (30) days in advance in case of tuition fee increase.
11. **Refund Policy:** Registration fee is non-refundable. Unused tuition fee will be refunded.
12. **Rights of the Community Care Licensing Division:** (CCR, Title 22, Se 101200): any representative of the Community Care Licensing Division can inspect the child's records on file at the school/center at any time. The Licensing Program Analyst has the right to inspect the school facilities and all records on file at any time the LPA deems necessary.

I further certify that I have read and understood the above terms and conditions of this Agreement/Contract between me and the Director of the Beverly Hills Resources Corporation School and Infant Care Center.

IN WITNESS WHEREOF, we have hereunto affixed our signatures below this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at Hollywood, Los Angeles, California, USA.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
**BETTY JEAN A. POTTS**  
Director

\_\_\_\_\_  
**BETTY S. AMORSOLO**  
Chief Executive Officer

WITNESSES: (1) \_\_\_\_\_ (2) \_\_\_\_\_