



**BEVERLY HILLS RESOURCES CORPORATION SCHOOL &
INFANT CARE CENTER
6550 & 6556 FOUNTAIN AVE, LOS ANGELES CA 90028-7823
PARENTS CONTRACT/ADMISSIONS AGREEMENT**

To Whom It May Concern:

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

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. **Fees are Assessed Weekly** and must be paid in advance on the 1st day/ 2nd day of the week or 1st week of the month if paying in advance.
 - Weekdays Full Time Morning Period Tuition Fee – Monday to Friday 7:00 AM to 6:00 PM**
 - Infant Full time = \$ 370.00 weekly
 - Pre-school Full Time = \$ 335.00 weekly
 - Weekdays Part Time Morning Period Tuition Fee Minimum of 2 days a week – Not secured spot. School will give 2 weeks notification once another Full-Time student will take over Part-Time spot.**
 - Infants Part Time = \$ 145.00 / Day
 - Pre-school Part Time = \$ 125.00 / Day
 - Weekdays Full Time Evening Period Tuition Fee – Monday to Friday 6:00 PM to 6:00 AM**
 - 12 Hours full time = \$ 550.00 weekly. Open only if there are at least 2 FULL TIME ENROLLEES
 - 8 Hours full time = \$ 420.00 weekly. Open only if there are at least 2 FULL TIME ENROLLEES
 - Weekdays Part Time Evening Period Tuition Fee – Available even with just one child.**
 - One Night 12 hours = \$ 250.00 / Night
 - Hourly – Minimum of 4 Hours = \$ 30.00 / Hour
 - Weekends (Saturday / Sunday / Holidays)**
 - Available even with just one child = \$ 30.00 / Hour
3. **Annual Registration / Admission Fee = \$ 130.00 yearly.** Covers for the annual administrative cost.
4. **Late Pick-Up Fee:** One (\$1) dollar per minute late for the first 10 minutes and **\$25.00 per hour thereafter.** If you think you will be late to pick up your child, please inform us in advance so that we can designate a teacher to stay with your child.
5. **Absence Policy:**
 - **Full fees will be paid for all absences due to sickness or vacation. Parents will pay if 3rd Party Provider (e.g. Pathways, CCRC, DCFS, YMCA...)- does not pay for absences.**
 - **Two weeks late payment** needs to be settled before your child can continue attending. Your child’s spot is open to others if two weeks late payment is not settled.
 - If we **lost communication for two weeks**, we would consider your child’s spot as abandoned and your child’s spot is given to others.
6. **Paid Holidays:** The attached school holidays will be **paid.**
7. **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.
8. **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.
9. **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 serious medical complications (brain injury seizures, Convulsion, etc).
10. **Packed Lunch, Infant’s Formula and Baby’s Food:** Parents will bring to school nutritious packed lunch, infant’s formula and baby’s food. **Infants are fed as needed. The school shall provide free regular milk, and two snacks if need be.**
11. **Modification of Conditions:** The parent will be notified thirty (30) days in advance in case of tuition fee increase.
12. **Refund Policy:** Registration fee is non-refundable. Unused tuition fee will be refunded.
13. **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.
14. **We reserved the rights** to terminate this contract at any time without the advance 15 day notice due to Parents/ Guardians or child’s inappropriate conduct.

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.

BETTY S. AMORSOLO
Executive Director

Parent/Guardian

WITNESSES: (1) _____ (2) _____