



**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 1<sup>st</sup> day/ 2<sup>nd</sup> day of the week or 1<sup>st</sup> week of the month if paying in advance. A \$10.00 per week will be charge for late payment of tuition fee.  
**Weekdays Full Time Morning Period Tuition Fee – Monday to Friday 7:00 AM to 6:00 PM**
  - Infant Full time = \$ 440.00 weekly
  - Pre-school Full Time = \$ 405.00 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 = \$ 190.00 / Day
  - Pre-school Part Time = \$ 170.00 / Day**Weekdays Full Time Evening Period Tuition Fee – Monday to Friday 6:00 PM to 6:00 AM**
  - 12 Hours full time = \$ 630.00 weekly. Open only if there are at least 2 FULL TIME ENROLLEES
  - 8 Hours full time = \$ 480.00 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 = \$ 360.00 / Night
  - Hourly – Minimum of 4 Hours = \$ 40.00 / Hour**Weekends (Saturday / Sunday / Holidays)**
  - Available even with just one child = \$ 40.00 / Hour
3. **Annual Registration / Admission Fee = \$ 150.00 yearly.** Covers for the annual administrative cost.
4. **Late Pick-Up Fee:** One (\$1) dollar per minute late for the first 10 minutes and **\$40.00 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 3<sup>rd</sup> Party Provider (e.g. Pathways, CCRC, DCFS, YM CA...) - 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) \_\_\_\_\_