# BEVERLY HILLS RESOURCES CORPORATION
## Infant Care Center / RC School
## 6550 & 6556 Fountain Avenue, Hollywood, CA 90028-7823
## ADMISSIONS AGREEMENT/CONTRACT
- 2017 -

**To Whom It May Concern:**

**Be it know that I,_____ parent/guardian of _____ hereby accept and agree to comply with the following terms and condition:**

1. **The Enrollment** of my child is for a minimum of three (3) months and is 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 sicknesses or vacations. It is the financial responsibility of the parents to pay if the Pathways, Inc. program does not pay for any absences.

3. **Paid Holidays:** Legal school holidays will be paid (Please see attachment).

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 on infants. Infants need, nurturing, non-punitive and affectionate teachers. Infants will never be pressured or punished for any misbehavior.

6. **Biting Policy:** Children who perennially bite other children will be terminated after one month advanced notice. Perennial biters are children who bite other children without provocation.

7. **Fees are Assessed Weekly:**

   **Full time Tuition: INFANTS $ _____ Per Week. PRE-SCHOOL $ _____ Per Week.**

   **There is a "one time" Registration & Admission Fee of $ _____.**
   **The school reserves the right to charge $10.00 per week on late Tuition Fee Payments.**
   **Pathways, Inc. will be billed monthly.**

8. **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 with your child .

9. **A Child with High Temperature:** A child with high temperature will be temporarily excluded from the school. The parent will be notified to pick up a child with very high temperature to prevent serious medical complications (Brain Injury, Seizures, Convulsions, etc.).

10. **Packed Lunch, Infant's Formula and Baby's Food:** Parents will bring to school nutritious packed lunch, snacks, infant formula and baby food. The school/center shall provide free regular milk and supplementary snack as needed.

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.

**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 JEAN A. POTTS** | **BETTY S. AMORSOLO** | **PARENT / GUARDIAN** |
| **Director** | **Chief Executive Officer (CEO)** | |

**WITNESSES: (1) _____ (2) _____**