



HD TECH HOLDINGS, INC.

School-Age Child Care Program (DOH-Licensed)

OFFICIAL POLICY ADDENDUM

Tuition, Attendance & Enrollment Hold Policy

Effective Date: September 29, 2025

Applies To: All enrolled families (voucher and private pay, unless otherwise required by ACS)

Purpose

This addendum clarifies tuition obligations, attendance expectations, and enrollment space retention for children enrolled in HD Tech Holdings, Inc. programs. This policy is intended to ensure consistency, transparency, and operational stability.

Enrollment & Space Reservation

Enrollment in the HD Tech Holdings, Inc. program **reserves a dedicated space** for each child. Staffing, licensing ratios, materials, and operational costs are based on enrolled children, not daily attendance.

Tuition Responsibility

Parents and guardians are responsible for **weekly tuition payments regardless of attendance** in order to hold their child's enrolled space.

This includes, but is not limited to:

- Absences due to illness
- Vacations or travel
- Early dismissals or late pickups
- School-related absences
- Personal or family reasons

Failure to attend does **not** suspend or reduce tuition obligations unless otherwise required by ACS or explicitly approved in writing by program administration.

Non-Attendance & Continued Enrollment

If a child is absent but remains enrolled, tuition remains due. A child's space will continue to be held only if tuition obligations are current.

Withdrawal from the Program

Tuition responsibility continues until:

- Written notice of withdrawal is submitted by the parent/guardian, **and**
- The withdrawal is acknowledged and confirmed by program administration.

Unpaid balances accrued prior to withdrawal remain the responsibility of the parent/guardian.

Outstanding Balances

Outstanding balances may result in:

- Suspension of services
- Loss of the enrolled space
- Ineligibility for re-enrollment

Balances must be resolved prior to reinstatement or continued participation.

Regulatory Alignment

This policy is consistent with:

- NYC Department of Health (DOH) School-Age Child Care operational standards
 - Department of Education (DOE) facility use expectations
 - Standard childcare industry practices regarding enrollment holds
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Acknowledgment

This policy addendum is considered part of the HD Tech Holdings, Inc. Parent Handbook and enrollment agreement. Continued enrollment constitutes acknowledgment and acceptance of these terms.

HD TECH HOLDINGS, INC.

Authorized by:

Tarsha Weary

Date Adopted: September 29 , 2025