



## **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)

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#### **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.

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#### **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.

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#### **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.

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#### **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.

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## **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.

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## **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.

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## **HD TECH HOLDINGS, INC.**

Authorized by:

**Tarsha Weary**

Date Adopted: September 29 , 2025