

Note that any/all participation here constitutes your agreement to these terms.

"He who loves most, wins!"

-Samahria Kaufman

"Happiness is a choice."

-Barry Neil Kaufman

"If you're not fired with enthusiasm, you'll be fired with enthusiasm!" - Vince Lombardi

Welcome!

You're being given an opportunity to "try out" being a regular participant to our Son-Rise team, just like when you tried out in high school for football or band. We're hoping to see you be reasonably effective, reliable, enjoy and respond to the training, and fit it without difficulty in our overall effort.

About this policy agreement:

- Read through this policy updates to it before coming to your next session. If you cannot agree to the policy, do not come until you have resolved any issues with the team leader. You understand and agree that participating – whether as a volunteer or paid person – after the date on which terms or changes have been sent to you will be treated by your team leader as your acceptance of the current terms. If a modification is unacceptable to you, you may terminate this agreement by not participating here.
- Incorporate changes to this policy before your next session or within 24 hours (grace period): You understand and agree you will participate according to these policies/terms, and any updates to it, prior to attending your next session. There is a 24 hour grace period in case you're busy, to read them. Since updates only involve a fraction of this document changing, you do not need more than 15 min to read updates. You will receive immediate updates by email when issued, but a pdf version is viewable / downloadable at autismcoaches.com, and a hard copy is kept near the log book.

Elements contributing to you succeeding here, if high enough quality & quantity:

- Be professional, reliable, responsible, responsive, and supportive attitudinally and in your behavior. This includes but isn't limited to being on-time, responsive to emails/texts/calls, responding to training, and creating an environment of constructive and positive engagement.
- Be flexible about your work hours, responsibilities or behaviors when requested. Anything that supports the team leader and the effort here that you're asked to do, do with enthusiasm!
- Be creative and fun when working with our child.
- Embrace, study and apply the philosophy and methods of our program, particularly use it be happier and more effective in our playroom.
- Display the "Son-Rise" attitude (loving, accepting, nonjudgmental and happy) as well as the "3e's" (energy, excitement and enthusiasm) in all dealings with our team including the team leader, other participants, and most especially our daughter.
- Inspire our daughter to want to learn and develop skills in all the areas she most needs help, including particularly eye contact and conversation, flexibility, social skills, knowing how the world works, and school subject skills such as math, reading, writing, science, etc.
- Being engaging and compelling to our child, measured by how often, with what depth and extent she engages with you. Entertain your audience! The best teachers use humor and fun variations and generate compelling content to learn on an ad-hoc basis.

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- Being an overall strong contributor, as evaluated by the team leader evaluating all factors, including sense to which you relieve the burdens of on-going running of this program, and energize and promote the growth, ease and development of all people in the program including the team leader, other participants, and our child.
- Be safe, trust-worthy, fair and ethical in your dealings with our child and with us, including but not limited to using good judgment, putting safety first, and recording correct hours.

Elements contributing to your being asked to leave:

In short, the inverse of above, but just to spell it out, whether in whole or in part:

- Being unprofessional, irresponsible or unsupportive in any way, particularly in not being responsive to communications from us, not staffing the hours you're being asked to, and not retaining or implementing instructions.
- Deciding the work here is below you, or that you will do anything you're asked to do in a lackluster or grudging way, so the person asking you may be given the impression you're being burdened.
- Not changing when asked - unwilling to change or adapt - to what's asked of you here. If you can't change or don't enjoy change, you're no use inspiring an autistic child to do so.
- Being dull, unimaginative, uninspiring, not fun, low energy, unconstructive or unsafe with our child.
- Lack of enthusiasm for the training: Not embracing the teaching or coaching or using with sufficient speed or frequency.
- Not displaying "the attitude" (loving, accepting, nonjudgmental or happy) or the energy, excitement and enthusiasm our program is based on.
- Not generating enough high quality learning moments on core areas described above (social, academic, how the world works, etc.).
- Not being engaging enough so the child is significantly more disengaged with you than with other participants.
- Being perceived as a net drain on the team resources, as measured by the team-leaders overall evaluation of the costs and benefits of your participation.

It's not personal, it just won't help our child develop if you're any of these things, that's the whole reason you're here.

Core Policies, Conceptual Overview:

- We're all in this program to help our child recover from autism. While our program will hopefully help you be happier, creative, and more (skill sets you'll be developing), you'll get skills working with autistic persons, and you may be a paid member of the team and have income from involvement here, your continued participation here is always conditional on a cost-benefit ratio of how much net benefit we generate from your continued participation.
- We hope you will use the principles of the Option Process and the Anat Baniel Method to enhance your life whether you're on the team here or not, so being asked to leave doesn't mean we don't value you and want you to continue learning! People who struggle the most with our thinking are those who could benefit the most from it, ironically. We want everyone to learn and benefit from what we teach but have to make tough choices, and if you take much longer to develop and cause disruptions because of lapses in professionalism, we prefer you learn on your own and perhaps return at a later date when you're more prepared to make a net contribution and follow our policies more closely.

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- Our state (WI) is an “at will” employment state: you may get or lose sessions or your position on the team for any reason, and we are not required to give you an explanation. Even if you don't violate anything in this document and do everything we request, you may still be let go, as the above few sessions have pointed out.
 - Warning(s) given if lapses in following policy are not too serious: We generally will give you one or more warnings if you violate our terms so you'll know what's going on if you lose hours or are asked to leave, to help you have the best chance of staying through awareness that there are problems areas to solve or improve on in order to stay.
 - Serious lapses in trustworthiness may result in immediate termination (no warnings): to us including major lapses in judgment, insubordination, significant lack of reliability such as a “no call no show”, perceived threat our child or anyone else, our home, our program, our building, or anything else that causes or could cause significant risk, time or financial expenditures to deal with will generally result in your being let go without a warning. You may not be told why.
- You are agreeing to be observed and/or recorded at any time and releasing all rights, ownership and control these recordings and all rights regarding them to us: We may observe and record video and/or audio of how you are operating during your time on property. Sometimes you'll be aware you're being observed, sometimes you'll be observed and possibly recorded without being informed, in an effort to reflect your realistic on-job performance. Your participation here constitutes your awareness of release of and agreement to unlimited use of these recordings in any media, such as online, in a book, on TV or cable, etc., with no restrictions, at no cost, and with no further permission or consent required.
- Work-for-Hire and all intellectual property rights are explicitly transferred to the team leader: You will be encouraged and supported in efforts to bring any activity our child is doing to market in some way, such as to create books, videos, greeting cards, marketable images for t-shirts and mugs to support our team, etc. while employed here. You agree to full and unconditional release of all intellectual property rights for materials developed while here. For example, you're encouraged to come up with product ideas she can create to earn money as an adult, but you're doing so as work-made-for-hire, so the result of your time here is owned by the team leader regardless of if you're paid or a volunteer (where your payment is not financial).
- Safety is the priority. Safety first! Don't do anything you think could be dangerous with our child(ren) or with yourself in our program. If something the team leader, child, this policy or any other source appears to be asking you to do something potentially harmful, hold off on doing it until you can discuss with the team leader to clear up the misunderstanding. Hazards dangerous for ordinary children are just as dangerous for our special child in their special program. Prioritize safety and discuss any concerns with the team leader right away.
- Use common sense, reasonable and appropriate behavior. This policy could be several times longer (in fact it has been) to include all the variations of behaviors that might be done in ways that would cause more problems for the team leader than your participation solves. Anything suggesting you're not safe, not on the “up-and-up” with us, cheating us on hours in any way (including saying you're working while your attention is elsewhere), having issues and rejecting teaching that's core to our program, putting in an unenthusiastic effort with our child, failing to develop professionally, requesting or doing things that result in time-consuming or expensive changes/ paperwork/ problem-solving by us, requesting immoral or illegal behavior from us (yes, that's happened too!) are just not what we're looking for. We can't possibly list all the things you could do in ways we never would have anticipated that could cause more trouble here than your participation is worth. All participation here is a cost to benefit ratio that benefits our program; anything you do that shifts that ratio the other direction will result in your being asked to leave. Just think it through from our perspective and try to put in a strong, net-contribution, minimum-trouble performance every day here.

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Core policies, Specific:

- Arrive on-time (within 5 min of start time) at least 80% of the time: Call or text notice of any late arrivals (6 minutes or more) prior to session start time. Don't arrive at our door more than 5 min before session start time. Inform Team Leader if you're earlier, then wait in the lobby. Sometimes your early arrival is valuable and you'll be asked to come up and start early and get paid for those hours, otherwise if you're not needed yet, your session starts when we agreed and you are not compensated for early arrival. You must log in as of your session start time, not the time you arrived early, unless the Team Leader makes it clear you're help is needed early and your session actually starts earlier.
- Model good hygiene and health habits, starting with washing up every time you arrive: Wash your hands every time you arrive. If you are on the trailing end of an illness and were approved to return to your work here (such as with a minor runny nose or cough), do not handle our child's food or water/ice or anything else in the kitchen including the cabinets or fridge doors, until all symptoms are gone. If you just get water for yourself, ask our child to get it for you with your excellent requesting, instructions, and celebration when she does, and be sure you clear your own class, napkins, food etc. from the table before you leave. Be mindful to cough, sneeze or blow your nose away from her and into tissues or other paper products like a napkin (or garbage can if you can reach it, if there are no tissues in reach), then wash hands after you do so. Do not handle anything in the kitchen including food or water if you think you might be coming down with something during session time. Think about what you're handling while you're here in either circumstance that may cause problems and adjust so you aren't likely to make her sick, and request her to do similarly. For example, ask her to use tissues to blow her nose, put her used tissues in the garbage can rather than the floor, and help her minimize her contacting the fridge and food/water areas by offering her to do them for her or having her do so after cleaning your hands just before.
- Log Book Rules: Our log book is meant to record the actual time you spend *engaging* with our autistic child *at close range* and *with your attention on her*. (Rounding to the nearest 5 minutes is acceptable; if there are any recording irregularities you will lose the right to round.) Your time "on the clock":
 - Begins after you've used the bathroom (if applicable) and washed your hands.
 - Continues and counts as work if our child leaves the common areas and you must wait for her to re-emerge from off-limits areas like the master suite (such as when she uses the bathroom, and sometimes rests when sick or taking a nap), provided that:
 - you are positioned to *optimally* monitor her re-emerging from the off-limits areas and reconnect within a minute of her doing so, including placing yourself far enough to avoid even minor sounds like page turning to disrupting her, and/or to hear and communicate with her remotely if she's awake, such as if she wants to converse while in the master bedroom or bath. This usually means reading just outside the playroom door or in the next closest room or hallway if she's off-limits in the master suite. Sitting two rooms away reading a book when she's at the other end of the apartment and you missed her coming out of the playroom is not acceptable.
 - you are studying our Son-Rise® and Anat Baniel Method® learning materials during the time you wait.
 - If you feel you need to do anything else while waiting for her and quietly monitoring, such as doing your homework during exam week, you must log out of your Son-Rise rate and log back at the lower rate (minimum wage rounded up to the next highest quarter dollar, such as \$7.25 rounds to \$7.50). Log out and log back into Son-Rise wages if she awakens and you start interacting with her and/or you start reading our training materials again.
 - If you're essentially not present such as: taking a phone call away from her or having to go down to your car to get your cell phone, you need to note the

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time on the log book, then note when back. If the time is less than 5 min it should be noted but we won't make you log in and back out; if 5 min or more, you must enter this as a log in-log out event and will not get paid for the time you were unavailable just as you'd do if you left the apartment. Do not round in this case. You may be asked to show your phone log to document the call or absence. If you find this a hassle or don't want to document your calls, etc. do not take these breaks. If you believe you've dozed off notify the team leader and estimate the time you weren't present and log out/log in. See segment on being tired/falling asleep.

- Ends when you disengage from interaction with our child to prep to leave, such as to put your shoes on, use the bathroom etc., particularly if you are physically separated such as if she goes to use the restroom and disengages from you. If you're actively engaged in interaction with her as you prep to leave, you may count that time.
- Our log book entries are based on the honors system: violating our trust by fudging your hours or activities here can seriously impact or terminate your participation here. Any lack of reporting that isn't documented, such as a phone call that lasts more than 5 min, any potentially dozing off, leaving the property, or working on homework rather than our program materials or our child during paid hours is a serious offense and at least half of the time will result in immediate termination without further warning.
- Stay in the apartment or on our floor with our child: Anna is only permitted to leave the apartment alone with our participants on our floor, such as to put garbage down the chute with you or knock on her father's door. Anna may only leave our floor such as to recycle, get the mail, pick up packages, etc. if she and you are accompanied by a family member such as her brother, who will bring the key and allow the three of you to do that together.
- Don't let anyone else in our apartment building without explicit permission: No one is allowed into our apartment home, hallway or lobby other than you, during your session. Anyone else that you want to have on our property is not permitted to enter the lobby of our apartment building without permission from the Team Leader. You're not a resident and have no permission to "buzz in" anyone else without explicit permission. Call us if you have questions about repairmen or others who come to the door or anyone who attempts to buzz in the front doors.
- Don't come sick. Once you're sick, you're suspended from the team until you're cleared by the Team Leader to return following a joint phone call regarding your symptom history. Other professionals' opinions will be taken into consideration but do not substitute for the Team Leader's independent determination of whether or to allow you to resume sessions. If you show up without being cleared to return by the team leader, regardless of what any other health professional has told you, you will not be compensated if the Team Leader decides at that moment you aren't well enough to do your session. You must call or text the team leader updating her on your symptoms at least once daily (more often if there's a significant change).
- Give immediate notice of actual or potential need to cancel, shorten or change session(s), including reasons:
 - Tell us why you're requesting canceling: Canceling and rearranging the schedule to cover your absence is a burden for the Team Leader and the rest of the team. You will always need to email for permanent record why you're needing to cancel, as reasons are weighed against the circumstances you leave the team in without your help; some reasons and timing may result in a warning. In some cases if there is no one to cover your session and/or others that day, your request may be denied or at least negotiated/counter-offered such as to shorten rather than cancel entirely, so don't assume your message requesting cancelation has been received and/or until you have positive confirmation.
 - Avoid late and last-minute cancelations: Canceling less than 24 hours prior to your session is considered "late cancelation". Canceling more than an hour after you

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realize there may be a conflict or risk of one will be considered late cancellation. For example, if you scheduled a trip out of town a month ahead of time, if it can reasonably be deduced that you could have foreseen missing a session, canceling even the day before will be considered late notice. If you think you might be getting sick at bedtime, you will be expected to communicate that to the Team Leader then, not when you wake up and realize that yes, you your scratchy throat did indeed mean you were going to get sick. Advance notice of even just the increased chance of missing a session will allow the Team Leader to make backup plans, even if your session isn't immediately or even ultimately canceled at all.

- Late cancellations are your responsibility and will impact your prospects of continued participation, regardless of the reason(s), so make efforts to reduce the likelihood of canceling close to session time (<24 hrs). Keep your car in good shape, plan a back-up if you think you may have car problems such as a bus route or someone else's car you can borrow, make efforts to avoid catching illnesses, lay down the law with relatives or friends that may use your vehicle or not return it when you need it, get backup childcare or replace your childcare if they come late, etc. There is no acceptable reason for you to be unreliable on a regular basis that you can't at least partly control; if we can see the pattern you can too, and you are expected to fix whatever's making you unreliable. Being reliable is condition of your continued participation here.
- Shortening your session including by coming late and/or leaving early is considered partial cancellation and is subject to the same advance notice and consequences of late cancellation. We expect you are doing your full session and plan around your being there when you say you will.
- Monitor your email, phone and text frequently, and keep all 3 modes of communication working; we'll assume you will: Check your messages every half hour to hour and respond ASAP, preferably every half hour at least. We will assume all communication lines are working unless told otherwise, so for example you may only be texted and we'll assume you got it unless you've informed us you're having trouble getting texts. It's your responsibility to keep all lines of communication working or let us know if we need a temporary work-around, like using your email or facebook messenger and/or a boyfriend's or roommate's cell phone if there's a lost or broken cell phone. You'll be expected to solve technical problems interfering with your performance right away.
- Swap sessions frequently when requested: You don't own any particular session time. You must take alternate spots and swap sessions if requested at least some of the time. Rigidity around the schedule that inconveniences the team, the Team Leader and results in spots that can't be filled during times you say you're available are not acceptable.
- Confirm session cancellations or other changes. Don't assume you're communications, particularly session changes or cancellations, was received and recorded until you get positive confirmation from the team leader.
- Notify us when you leave town and return or otherwise become unavailable for a span of more than 3 days (i.e. more than a weekend), whether unavailable for your regular sessions or for even being an alternate. Use the form provided by your team leader to submit the information electronically (it's in excel format) or by hand (pdf format), or simply read it and include information it requests in your email.
- "No-call-no-show" (an unexplained absence) is our definition of quitting, even if it's a single session: If you don't call and don't show for your session (an unexplained absence), you've quit. Any subsequent sessions will be automatically suspended until you can contact us and explain if there was a legitimate reason this happened. If you've not gotten confirmation of a request to cancel a session, keep trying calls/email/text to get an affirmative response to be sure you don't generate an unexplained absence.
- Create order, organize and clean: Physical organization reflects and fosters mental organization and focus. Leave the playroom and other areas of the house as clean or more clean and usable than you found them.

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- Food & Drink:
 - Don't eat here, besides a mobile/minor snack such as a drink and an apple or energy bar.
 - Don't take or open purchased water bottles or other food from our kitchen without permission. Glasses of water and ice are OK to drink without asking, but you must place them in the kitchen sink prior to leaving.
 - Do not offer to share food with Anna without the Team Leader's permission, except you may taste food you have cooked together or novel food she's eating insofar as it promotes conversation, such as people trying a sheet of seaweed snacks they have never had. Use a clean utensil to take the sample if it's not easily handed to you without cutting/scooping and place that utensil in the sink after using.
- Don't come in any condition you are unable to do your job well without warning the Team Leader. You must be able to provide continuous supervision, moving rapidly and easily around our home following our child, match her various positions, and display an energetic, playful, creative and positive attitude and happy affect throughout. If you feel your situation is "borderline", call and discuss the conditions you think would adversely affect your performance and give the Team Leader the choice whether to have you come in your condition or cancel your session. Examples of potential performance-limiting conditions may include health issues such as movement-impacting injuries, bad menstrual cramps, nausea or headaches, mental issues such as but not limited to being upset about something or extreme tiredness (you already know not to come sick with communicable diseases, of course). You may be able to still have a great session if you're up to discussing your challenges openly and constructively with our child and committed to delivering a quality session – you can "bring it", but you're still required to disclose if you think you may not be fully capable of performing well under the circumstances. The team leader will decide whether to have you come or not, or need to leave early if your performance falls short.
 - Don't come tired (not regularly, anyway) or fall asleep: Tiredness is the number one reported reason why sessions suffer in quality because it downgrades your brain. Be sure you're well rested prior to sessions, and don't fall asleep during sessions or even are perceived to be sleeping or nodding off by our child or anyone else. If you're perceived to be sleeping by our child or any other family member based on how it appears or sounds, you effectively are and will be considered as such, whether or not you believe you are. Our program is based on energy, excitement, enthusiasm, and being mentally present, and sleep is the polar opposite, and reflects that you don't realize what you're being paid for or need help getting clear on what your responsibilities are. If you're needing to "just lie down for a minute and rest", you're probably not fit to be a play therapist here in that condition and need to inform us that you are unfit that day and discuss with team leader the possibility of going home immediately.
 - If you realize you might have fallen asleep accidentally you must report that to the team leader and deduct at least 5 minutes – more if you realize it was more – from the log book (i.e. log out as of 5 minutes prior, then log back in), and note it. People who "just rest for a minute" can and have fallen asleep here and woken up without realizing they actually were "out" for a long time.
 - The only thing worse than sleeping on the job is covering it up or repeating it.
- Do not interfere with our child contacting the team leader or other friends and family members. If our child wants to talk to other friends or family members whether in person or by cell phone, your blocking her interactions with us will be interpreted against your favor by the team leader as a cover-up for something you don't want her to tell us. It feels like imprisonment to her and is and unacceptable. We'll assume there is an attempt to control us from knowing something, which goes to your trustworthiness.
- Do not enter the off-limits areas (master bedroom suite) except in a life-threatening emergency: it's off limits except in an emergency such as tornado or our child is in danger, such as having a seizure or unresponsive in there. While our child is in the off-limits areas such as using the bathroom in the master bathroom, or sleeping if ill, etc. you must be reading our Son-Rise Program

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or Anat Baniel Method books or the Son-Rise Developmental model or your compensation will drop to near minimum wage (see section on “log book”).

- Subscribe to our blog: Register for updates and read blog posts at www.barbararose.com : You are expected to follow and actually read blog posts about our program within 7 days of their release, and to follow the blog by subscribing via “Feedburner” (owned by Google), a box located on the left side of our blog home page, at www.barbararose.com (aka www.curingautismtogether.typepad.com), starting within 7 days of your first session. You don’t need to read older blog posts than your start date, but it would be considered evidence of your willingness to learn as well as likely improve your playroom performance. Also
- Subscribing to video uploads of our YouTube page, barb43230 (or Barbara Fernandez) within 7 days of joining the team.
- Borrowed Materials: You must return all borrowed materials (books, CDs) and any borrowed property of any other kind to our facility at the end of your participation in order to receive a passing grade (if an internship), a recommendation, or your final paycheck.
 - Your internship will be considered incomplete unless property is either returned or paid for, if you want to keep it.
 - Cost of unreturned materials plus a restocking fee may be deducted from your final paycheck if you fail to return them.
- Cell Phone Use Limited and Conditional:
 - Cell phone use is only permitted if you can include it productively in an activity with our daughter where it’s a crucial part of the activity, such as looking up a topic together, discussing the content of texts you’ve received, calling the front office together to report the light being out in the hallway, texting her family members from her phone, etc. Leave your cell phone on and making at least some low sound or vibration so you can receive emergency calls from the Team Leader during sessions. During session time you can use your phone to receive and respond to calls and texts from our team management such as the Team Leader, family members of the Team Leader, or those operating in a delegated role, such as those designated to be team manager when the Team Leader is out of town. You may check your phone when texts or calls come in, but not respond unless it’s with the Team Management or something our child may find interesting and constructive to her learning to participate.
 - Actual phone calls where you’re not present and doing your job must be preapproved, or an emergency, and time on the phone must be deducted from your session time as a regular log out and log in. (See section on “log book”)
 - Any reports by our child that she’s uncomfortable with your phone use will be conclusive that you have misused your phone during session. If you have any concern that our child or the Team Leader might not see your calls or texts as acceptable means you realize it’s questionable at best and shouldn’t do them during session time. The mere appearance that you’re engrossed in your cell phone during session time will be conclusive to the team leader that you’ve abused your access to cell phones during your session and may require you to put it outside the playroom and issue a warning.
- Discussions about employment here (scheduling, sessions, paychecks, policies, adding your hours, etc.) occur on your own, unpaid time. When you are “on-the-clock”, being paid to work, you are being *paid to work with our child*. Do the rest after logging out or before logging in.
- Parking: Park on the streets nearby lots such as nearby restaurant lots, and/or paid parking options. If you receive a ticket for your car during your session time, consistent with your car being there just for your session we will pay that cost only if the times on the ticket make sense regarding your location and session time, consistent with you fully paid the meter upon arriving, For example, if you arrive at 9:30am for a session and get a ticket at 10:30am at a meter where you could have paid for 2 hours, you will not be reimbursed. You must pay for ordinary parking expenses fully. We only pay if the session is more than 2 hrs and your parking is limited to 2 hrs in the area around the building, because we’d rather you not leave during your session to move it for the half hour to hour after the 2nd hour; we’re not offering “free parking”.

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- Holidays – none! We operate our therapy program 7 days a week, 365 days a year, with exceptions for when our child is off-property, napping, or is injured or seriously ill. We don't have breaks or holidays, or paid days off, or holiday pay, so expect to staff your sessions at all times unless you've told us you can't.
- Leaves of absence/long holidays (over two weeks): The team leader may start filling open spots with temps hired right away (within less than a week of your being out). Your taking extended leaves of absence thus will put your position at risk immediately and our team will be able to move on effectively if you don't return in a timely way. It's not personal, we just cannot guess who will return and have been burned by a number of people who said they'd return after a protracted absence, then didn't. We recommend on any absence more than a week or two you stay in touch to "hold your spot" by restating your intention to rejoin the team, but that may not guarantee you a spot when you want to.
- Referrals: Referring people to us and to the Son-Rise Program will accumulate referral credits and may result in your getting free training at the Son-Rise Program (see full policy for details). Referrals of people who may want to work here will also be appreciated.
- Paychecks:
 - We usually write checks for work done from 1st-15th of the month on the 16th or 17th, and the 16th-last day of the month available the 1st or 2nd day of the following month. Checks are available for pickup here. (We do not do the first half of the month on the 15th because the typical month is around 30.1 days, so paying on the 16th or 17th spaces out payments more evenly at closer to approx. 15 days per pay period.)
 - If the team leader is leaving town or other circumstances require writing checks earlier or later you will be informed of the change; inform us if this poses extreme difficulty and we may be able to accommodate you. Those needing payments more frequently than once per pay period will do so on a case by case basis and not more often than once a month.
 - Advances are frowned on but will be considered on a case-by-case basis.
 - We pay by check, or occasionally if you need cash we can offer a cash alternative, such as people being paid on weekends or who need bus fare home. Don't rely on us having cash or change, it's rare we do.
 - Withholding: We do no withholding for you. You need to plan on paying taxes on those earnings on your own at the end of the tax year and set aside funds to do so. Most of you will getting a form W-2 from us as long as you're above a certain earnings level, such as \$800 or \$900 (varies by tax year), and there are taxes due at that time. On the positive side, you get use of that money all year and we pay a higher percentage of certain of your taxes for the privilege of not withholding for you, so it's to your benefit financially.

Written signature – only requested when you first join the team:

If you do not choose to sign and return this form, you will still be bound by it's guidelines including most importantly the full, unconditional media release on all rights, ownership and interest in media recorded as well as intellectual property emerging from sessions while on property, such as helping our child create a book, and transfer all rights of ownership and control to any and all media created on our property to the Team Leader.

Summary & Signature Section:

I have read and understand this agreement (and have adequately asked questions for anything I don't understand) and agree to perform in accordance with these terms.

Program Participant Name: _____ Date: _____

Program Participant Signature: _____