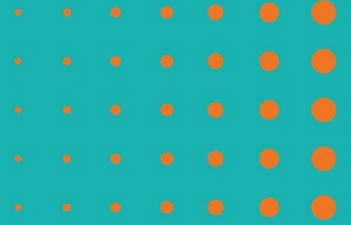


Graphic Production Request Process



Point of Contact:

Taylor Foster
tfoster@alphabest.org

Goal:

To deliver high-quality graphic materials quickly and in alignment with AlphaBEST brand standards.

Scope:

This process applies to all field managers and AlphaBEST internal team members submitting requests for flyers and other marketing or graphic design needs.

How to Request a Standard Design within the Kangarootime Build Workflow

AlphaBEST EDUCATION

After School is Where Adventure Begins!

The best part of the school day is just getting started!

AlphaBEST Educators bring learning and fun directly to your child's school (before and after school programs) and to your district, best of both worlds! AlphaBEST partners with your district to provide convenient and safe places for students to be active, creative, and receive homework support. We provide all of the materials, including the teacher!



On-site programs enrolling now for <district name> students!

Enroll Now!

At Your Child's School, daily activities include:

- Coding & robotics
- Digital animation
- Engineering
- Maker Spaces
- World language & culture
- Dramatic & visual arts
- Fitness & wellness
- And more!

See or visit alphabest.org/districtinfo for schedule and pricing.

AlphaBEST Education, Inc. is an equal opportunity employer and provider. www.alphabest.org | 866-380-7758

AlphaBEST EDUCATION

Let the adventure begin!



The fun continues during after school with engaging enrichment activities every day with <insert district info> students!

AlphaBEST Extended Day program for before and after school <insert district info>

PreK (3 & 4 Year Olds) | 2024-2027

START exploring!

- Letters Alive! 3D augmented reality
- Socratic Early Learning Coding Activities
- LEGO STEAM Park problem-solving activities

For hours, locations, rates and online registration, visit: AlphaBEST.org/<insert district info>

For questions, contact: customercare@alphabest.org

AlphaBEST.org



Aubrey ISD

AlphaBEST EDUCATION

Summer EXCURSIONS

About the program

Get ready to plug into adventure with Summer Excursions! AlphaBEST's off-site lineup of summer designed to keep curiosity flowing all summer long! Our week-long excursions combine hands-on learning with problem solving, fun and creative work. From energy and building to exploring and experimenting, every excursion is designed to be an engaging, immersive mix of discovery, collaboration, and growth. We'll be outside and any day that you want!

Program Information

RATES:

- 2 Day/week: \$120.00/week
- 3 Day/week: \$180.00/week
- Registration fee: \$25.00/child

RATES:

Tuesday, May 27 through Friday, August 1
Closed July 4

REGISTRATION:

- Starts \$2.00 on off
- Free and Reduced Lunch 15%

OTHER:

- Snacks & Lunch: Please pack a lunch.

Time: 7:00 a.m. - 4:30 p.m.

Who can attend? Students ages 4-12

Location: Fuller Elementary

Contact: Customer Care customercare@alphabest.org | 1-866-300-7758

To learn more and register online, visit AlphaBEST.org/aubrey

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AlphaBEST EDUCATION

Enrolling Now!

GOING PLACES Summer Enrichment Camp

7:00 am to 6:00 pm
Dates - July 6th - July 17th

WHO: Rising K to 5th grade
LOCATION: Cleveland Elementary, 500 N. Cherry Street, Norman, OK 73069



CONTACT: NormanEnrichment@alphabest.org
RATES: \$195 per week per student, registration fee \$20 per student

CLASS DESCRIPTIONS:

WEEK 1: LET'S GROW
Date: 7/6-7/12
Children Maps and Fulfill create and present plans for their own garden. They will collaborate with their peers to design and build their own garden and experiment with seeds and germination.

WEEK 2: LIGHTS ON
Date: 7/13-7/19
Children Maps and Fulfill create and present plans for their own energy and power systems. Children investigate alternative forms of energy and have fun with electricity.

We will use Registration for registration. (RSN)

2025-2026
School District School's Out Camp



When: 7:00 a.m. - 6:00 p.m. Daily
Location: School ADDRESS
Snacks: Morning and afternoon snacks will be provided.
Lunch: Please send your child with a snack lunch and a water bottle each day.

For rates and online registration, visit: AlphaBEST.org/DistrictState

AlphaBEST EDUCATION

CONTACT: FIRSTLASTNAME@alphabest.org | 800-800-0000




Field Managers are responsible for:

- Submitting an SMS build HubSpot ticket with the **complete and approved** information.
- All requests must be approved by a Regional Director before being submitted.

Graphic Production is responsible for:

- Reviewing the request for completeness and asking any follow-up questions.
- Producing and emailing the requested item within **2 business days** of receiving all required information.
- **Note: The 2 business day turnaround begins once all pre-approved details are submitted.**

How to Request a Standard Design (Non-Kangarootime)



AlphaBEST EDUCATION

Enrolling Now!
AB Adventures in STEAM Summer Enrichment Camp
 12:00 pm to 6:00 pm
 Dates: June 1st - 26th
 *Camp runs Monday - Thursday each week

WHO: Students entering K - 5th grade
LOCATION: Reagan Elementary, 1601 24th Ave. SE, Norman OK 73071
CONTACT: Norman.enrichment@alphabest.org
RATES: \$150/week, Registration fee \$20/student

PLEASE NOTE: The Norman Public School Foundation has a limited number of need-based scholarships available for families who qualify. For more information, email enrichment@normanok.org or see the [enrichment form](#) for your school within Curriculum Services/STEAM Camp.

WEEK 1 - STEAM DESIGN CHALLENGE: How do you know how to design? Design is the process of creating something new by combining ideas into a plan, drawing, and testing. We explore design by building and testing our own designs. We explore design by building and testing our own designs. We explore design by building and testing our own designs. We explore design by building and testing our own designs.

WEEK 2 - ROBOTS AND ROBOTICS: We will explore the world of robotics and how it is used in many different ways. We will explore the world of robotics and how it is used in many different ways. We will explore the world of robotics and how it is used in many different ways. We will explore the world of robotics and how it is used in many different ways.

WEEK 3 - CODING AND ROBOTICS WITH SPHERO MINI: Sphero Mini is an easy way to introduce coding to students. We will explore the world of coding and how it is used in many different ways. We will explore the world of coding and how it is used in many different ways. We will explore the world of coding and how it is used in many different ways. We will explore the world of coding and how it is used in many different ways.

WEEK 4 - LIGHT UP THE NIGHTS! Engineering Adventure: Join the District Museum of Science grounds this special occasion, which is open to students in Grades 4-8. Students experiment with circuitry and create their own light-up sculptures that inspire and educate for generations to come.

We will use Responsive for registration. (RFP)

NOW HIRING!

Looking For Experience That Matters?



At AlphaBEST, you'll make a difference in students' lives while developing skills that last a lifetime.

Join our team and lead engaging before and after school programs at Crown Pointe Academy

Starting Wages:

- Group Leader Assistants start at \$15.25/hour
- Group Leaders start at \$16.25/hour
- Site Directors start at \$20.25/hour

Perks:

- Hands-on experience and professional training
- Clear path for career growth and advancement
- Health, dental, vision, life, and pet insurance*
- AlphaBEST program discounts, PTO, and employee perks!

*Benefits dependent on team selected

Visit alphabest.org/careers or Text "Apply" to (928) 929-0524

Launch Your Career Today! **AlphaBEST EDUCATION**

AlphaBEST Education, Inc. is an equal opportunity employer and is proud to:

AlphaBEST EDUCATION

After school is where adventure begins



NOW ENROLLING
 AMPHI SCHOOL DISTRICT



Summer EXCURSIONS



AlphaBEST EDUCATION

JOIN US
 for Summer Camp at
 Hidden Hills Elementary

Field Managers are responsible for:

- Emailing Taylor Foster the request with all the needed details.
- All requests must be approved by a Regional Director before being sent. Incomplete requests will not enter production.
- Requests will include:
 - School/District name
 - Dates & times
 - Location
 - Contact info
 - Any required disclaimers
 - Additional information required as needed

Graphic Production is responsible for:

- Reviewing the request for completeness and asking any follow-up questions.
- Producing and emailing the requested item within **2 business days** of receiving all required information.
- **Note: The 2 business day turnaround begins once all pre-approved details are submitted.**

How to Submit a Custom Design Request

Requests that require new layouts, branding adaptations, or designs outside of approved templates will take 10 business days to complete.

Field Managers are responsible for:

- Emailing Taylor Foster the request with all the needed details.
- Providing complete and approved content, including:
 - Finalized details (dates, times, location, pricing, etc.)
 - Program or event details
 - Clear indication of template vs. custom request
 - Desired delivery date

Graphic Production is responsible for:

- Reviewing scope and confirming timeline if needed.
- Producing and delivering materials within **10 business days** of receiving all required information.
- *Note: Complex projects or those requiring multiple revisions may extend beyond this timeframe and will be communicated accordingly.*

Revisions Guidelines and Expectations

In order to complete your request within the given time frame, the design team has established guidelines for all revisions.

Field Managers are responsible for:

- **Immediately** sharing external feedback via email to Rachel Muldowney for corrections.
- Clearly specifying all requested changes, including providing additional references or resources.

Graphic Production is responsible for:

- Completing minor edits within **1 business day**. Major revisions may be treated as a new request and follow custom turnaround times.

Minor Edits Include:

- *Typos or text corrections*
- *Date/time updates*
- *Small content changes*

Major Revisions Include:

- *Layout changes*
- *New sections or significant content additions*
- *Template changes*

Rush Request Guidelines and Expectations

- Rush requests are not guaranteed.
- Must be approved by Graphic Production based on capacity.
- May require reduced scope or limited revisions.

Questions?

