



Rev. Dr. Floyd H. Flake, Founder
Linda C. Morant, Director

Rev. Dr. Elaine M. Flake, Founder
Rev. Stephen A. Green, Pastor

2025-2026 Registration Instructions
Kindergarten & 1st Grade

1. **An Application & Contract is Required for All Students**
2. **Pick up the ACS Application for Admission** from the main office.
3. **Fill out the Application** on both sides. Do not leave any spaces blank.
4. **Submit with the Application the \$125.00 non-refundable application fee.**
Payable by cash, money order, debit/credit cards – Visa, Master, American Express and Discover

Payments can be made at the following Business Offices:

Allen Christian School Monday-Friday 7:00 AM – 2:45 PM
114-32 Floyd H. Flake Boulevard
Jamaica, New York 11434
718- 657-2500 Ext. 3300

The Greater Allen Cathedral Monday-Friday 9:00 AM – 4:00 PM
110-31 Floyd H. Flake Boulevard
Jamaica, New York 11433
718-206-4600 Ext. 3050

5. **New Student Interviews**

Parents **must bring their child to the interview** with the following documents:
No interviews will be conducted without the following proper documents:

Birth Certificate – **Copy**
Most Recent Report Card/Progress Report – **Copy**
Letter of Recommendation – **Original**
(from Teacher, Principal/Director)

If your child is entering

Items to Bring to the Interview

Kindergarten & Grade 1

Birth Certificate – copy
Letter of Recommendation – original
Recent Report Card/Progress Report – copy

Kindergarten & 1st Grade Interviews – A test/assessment will be given.

6. The registration process is on a first-come first-serve basis.

7. **Upon acceptance into Allen Christian School:**

- a. Signed contract with initial (August) payment required
- b. Schedule of Monthly Payments
Note: 10 payments from August through May

Applications will not be accepted from families with an outstanding balance from a previous year.

8. **School Hours – 2025-2026**

8:00 am - 3:00 pm	The school opens at 7:00 am. Early morning hours from 7:00 am – 8:00 am are included in the tuition fees.
3:00 pm – 6:00 pm	Extended hours are included in tuition fees for Kindergarten. See Extended Day fees for 1 st Grade in attached Tuition Schedule

Please call the school if additional information is needed.

Mrs. Linda C. Morant, Director

114-32 Floyd H. Flake Boulevard
Jamaica, New York 11434
718-657-2500 Ext. 3305

Mrs. Cheryl DePass, Administrative Assistant/Business Manager

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