

Allen Christian School

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

For Office Use Only

APPLICATION FOR ADMISSION 2025-2026

PLEASE PRINT CLEARLY

Fill out this application for admission and return with appropriate fees. The \$125.00 non-refundable application processing fee is required with each new applicant's application. Our school welcomes applications without regard to race, creed, color or nationality.

☐ Current ☐ New Grade Placement Sought _____ Date: _____

Child's Name: _____ Sex _____ Birth Date: _____

Race: _____ African American _____ Asian _____ Caucasian _____ Hispanic _____ Native American _____ (OTHER)

Family Address _____ Apartment # _____

City _____ State _____ Zip Code _____

Mother's Name _____ **Father's Name** _____

Address _____ Address _____

Zip _____ Zip _____

Home Phone _____ **Home Phone** _____

Cell Phone _____ **Cell Phone** _____

Email _____ **Email** _____

Business Name _____ **Business Name** _____

Address _____ **Address** _____

Phone _____ **Phone** _____

School(s) Previously Attended:

School	Address	Grades Attended	Dates of Attendance	
			Entered	Left

How did you hear about ACS? Radio _____ TV _____ Newspaper _____ Church _____ Word of Mouth _____ Other _____

The parents are: Single _____ Married _____ Separated _____ Divorced _____ Engaged _____

Who is the legal guardian? _____ Which parent(s) is responsible for child's education? ___M___F___

Is the father remarried? _____ Wife's Name _____

Is the mother remarried? _____ Husband's Name _____

To whom should bills be sent? _____ At What Address: _____ M___F___

To whom should school reports and notices of parent meetings be sent? _____ Both Parents

Allen Christian School

114-32 Floyd H Flake Boulevard, Jamaica, New York 11434
Phone: 718-657-2500 Fax: 718-526-4791



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

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

January 10, 2025

Dear Allen Christian School Parents of Kindergarten and 1st Grade,

We greet you in the blessed name of our Savior Jesus Christ! We look forward to seeing you and your family in September. It is our prayer that we will have a blessed and fruitful year. Please take note of the information listed below:

School Opening Day – The first day of school is scheduled for Tuesday, September 4, 2025. We may have a Zoom meet. You will receive this Zoom information via mail or phone call.

Admission Procedures

1. Students must be of correct age by December 31, 2025 – 5 years old for Kindergarten and 6 years old for First Grade.
2. Each student must have an application, proof of age, and a tuition contract on file. Each new student in Kindergarten and First Grade must submit a June report card.
3. **Tuition payments** must be up to date for **admission on the first day**. Payments can be made in the Allen Christian School Business Office with Mrs. DePass from 7:00 am to 2:45 daily. Contact # 718-657-2500 ext. 3300. Email: cdepass@allenchristianschool.org Payments can also be made at the Greater Allen Cathedral Business Office, 110-31 Floyd H. Flake Boulevard from 9:00 am to 4:00 pm. Contact John DiMarco at 718-206-4600 Ext. 3050. Please write child's name on all checks and money orders.

Allen Christian School has “**Brightwheel**” – an online software tool for payments as well.
The first payment must be made in person to fill out the ACS Tuition Contract.

The Allen Christian School is funded by tuition. Parents must strictly follow the payment schedule. When tuition payments are delinquent, students will not be allowed to attend classes or receive any class assignments.

4. All students are required to have a physical for the current year and dental form on file.

5. Parents must submit all of the following 2025 forms: **Consent Form, Transportation Form, Extended Day Form and Emergency Contact Form.**

School Building Hours: 7:00 am to 6:00 pm

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2025/2026 Consent Form

Grade: _____

I hereby give my consent for

First Name	M.I.	Last Name
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to participate in the following:

Please indicate permission with a check.

<u>Yes</u>	<u>No</u>
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Activities

To take part in physical activities and to release Allen Christian School and its employees, exercising reasonable care, from liability for injuries resulting or occurring during these activities.

Field Trips

To go with authorized staff members and volunteers on trips to places of interest outside of the building and release Allen Christian School of all responsibilities other than reasonable care. Trips may be taken by walking or traveling by bus.

Treatment:

I hereby authorize the school to provide emergency medical care. I also authorize the doctor or hospital to treat my child in the event of an emergency.

Photographs:

To have pictures taken for publicity or school records.

There are times when the students have to walk to the Greater Allen Cathedral and Shekinah Youth Church for programs and rehearsals for programs.

Parent/Guardian Signature _____

Date _____

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Extended Day Program 2025-2026

Grade: _____

Student: _____ (Last) _____ (First) _____ (M.I.) _____ Male/Female
(circle one)

Address: _____ Apt. # _____

_____ (City) _____ (State) _____ (Zip)

Home # _____ Cell # _____ () Mother () Father (Guardian)

Kindergarten - 3:00 P.M. to 6:00 P.M. - No charge
3K and PKA-4 - 2:20 P.M. to 6:00 P.M. - See Contracted Payment Schedule
Grade 1 - 3:00 P.M. to 6:00 P.M. - See Contracted Payment Schedule

Late Fee - \$1.00 Per Minute Charged after 6:00 P.M.

Late fees are given directly to the afterschool teacher.

Daily Extended Day Fees: Payments can be made in the School Business Office.

3K and PKA-4 - After 2:20 P.M. \$20.00 per day

1st Grade - After 3:00 P.M. \$20.00 per day

____ Yes, enroll ____ No do not enroll my child in the Extended Day Program.

Person(s) Permitted to Pick up Student: (Please print)

____ / ____ / ____
Name Relationship Phone # to be contacted 2-6:00 PM

____ / ____ / ____
Name Relationship Phone # to be contacted 2-6:00 PM

____ / ____ / ____
Name Relationship Phone # to be contacted 2-6:00 PM

Parent Signature: _____ Date: _____

Parent's Name (PRINT) _____

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Supply List – 2025-2026

Kindergarten

1. Smock (or an old shirt)
2. Complete change of clothing (include underwear and socks)
3. Plastic shoe box container – no longer than 11 ½ x 6 ½ inches
The container must fit completely in the child's cubby.
4. Washcloth
5. Twin **flat** sheet and a travel size **blanket** – no pillows
Bring on Monday and take home on Friday for laundering.
6. One (1) box of facial tissues
7. Two (2) hardcover **Mead** black & white wide ruled composition notebooks.
8. One (1) Magazine with child friendly pictures
9. Scissors – blunt edge
10. Four (4) Elmers jumbo glue sticks
11. Three (3) boxes of 24 count Crayola crayons and two (2) boxes of Crayola 8 count crayons
No markers or colored pencils
12. 18 #2 **sharpened pencils** – **Label each pencil**
13. Four (4) large block erasers
14. Two (2) coloring books
15. Two (2) pocket folders
16. Pencil case with zipper (binder pouch) – no plastic boxes
17. Hand sanitizer – 8 oz.
18. **\$35.00** - **\$35.00** Class Activity Fee and **\$5.00** ACS Homework Folder

Important!

Label all items. All supplies listed above including all clothing: change of clothing, outerwear – coats, sweaters, jackets, hats & gloves

Please keep a set of school supplies for home use.

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Dress Code 2025/2026

Boys - K & 1st Grade

Navy Twill Pleated Pants
Sky Blue Short Sleeve Dress Shirt
Sky Blue Long Sleeve Dress Shirt
Navy V-Neck Cardigan Sweater with school emblem
Navy V-Neck Pullover Sweater with school emblem
Navy V-Neck Sweater Vest with school emblem
Navy Tie
Navy or Black Crew Socks
Navy or Black Shoes (no boots, sandals or sneakers)

Girls - K and 1st Grade

Navy Green and Red Plaid split Front Jumper with school emblem
Sky Blue Short Sleeve Peter Pan Collar Blouse with no lace
Sky Blue Long Sleeve Peter Pan Collar Blouse
Navy V-Neck Cardigan Sweater with school emblem
Navy, Green & Plaid Criss-Cross Girl's Tie
Navy Knee High Socks or Tights
Navy or Black Shoes – (no boots, sandals or sneakers)

Girls should not wear beads or hair ornaments that obscure vision or otherwise provide distractions to the wearer or other students. Hair accessories must be kept to a minimum.

Please **label** all of your child's clothing.

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Transportation Survey 2025-2026

Grade: _____

Student: _____
Last _____ **M.I.** _____ **First** _____ Male/Female _____

Address: _____

City: _____ N.Y. _____ Zip Code: _____

Birth Date: _____ / _____ / _____ Home or Cell # _____

____ Family provides transportation

____ Private Bus – Name of Bus Company _____
Driver's Name _____
Phone Number _____
____ A.M. only _____ P.M. only _____ Roundtrip

____ Long Island Bus
Name of Bus Company _____
Bus # _____
School District _____

____ Metro Card Eligible for Kindergarten and 1st Grade only

Parent Name: _____ Signature _____
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1st Grade

1. Seven (7) black and white composition notebooks
2. Six (6) pocket folders – Label as following:
 - 1 blue Classwork
 - 1 red Spanish
 - 1 green Christian Education
 - 1 orange Art
3. 2 extra folders, any color - Label child's name on them.
One (1) box of **#2 sharpened pencils** – no mechanical lead pencils
Please label each pencil.
Two (2) **canvas zippered pencil cases** – no plastic boxes.
4. Four (4) pink square erasers
5. Art Supplies
 - 2 boxes of 24 count Crayola crayons, 1 pair of safety scissors,
 - 1 8 oz. bottle of Elmer's glue, 2 large glue sticks,
 - 2 puzzle books, 1 large academic activity book (description attached)
6. Two (2) large boxes of facial tissue
7. Bible – NIV – The Adventure Bible, by Zonderkidz
8. Hand sanitizer – 8 oz.
9. **\$35.00** Includes: \$30.00 Activity Fee & \$5.00 ACS Homework Folder

Please label your child's name on all supplies listed above.

Also, please purchase additional supplies on this supply list **to keep at home** to be used throughout the school year.