Allen Christian School

114-32 Merrick Boulevard • Jamaica, New York 11434
718-657-2500 • FAX: 718-526-4791

Linda C. Morant
Director

The Reverend Dr. Elaine M. Flake
Co-Founder

The Reverend Dr. Floyd H. Flake
Pastor/Founder

2021-2022 Registration
Pre-K 3, 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
   No personal checks are accepted for the application fee.

5. **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. 3025

6. **New Student Interviews**

   Parents must bring their child to the interview with the following documents:
   No interviews will be conducted without the 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
PreK -3	Birth Certificate – copy
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.

7. All Pre-School students must be toilet trained by the first day of school – Wednesday, September 8, 2021.

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

9. **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.

10. **School Hours – 2021-2022**

8:00 am - 3:45 pm	The school opens at 7:00 am. Early morning hours 7am - 8 am are included in tuition fees.
3:45pm – 6:00 pm	Extended hours included in tuition fees for Pre-K 3 and Kindergarten

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
114-32 Floyd H. Flake Boulevard
Jamaica, New York 11434
718-657-2500 Ext. 3300