

Protect Your Family

Update Your Information

Provide emergency contact information to your child's school that includes names and telephone numbers of adults (for example: family members, friends, babysitters, neighbors, or other school parents) who can pick up your child in your absence. That includes any 3-K, pre-K, child care, or after-school program that your child attends.

There are several ways to appoint someone to take care of your child. Visit on.nyc.gov/FamilySeparation to learn more.

1. The first way is to designate a person in parental relationship by filling out a form with the NYS Office of Children and Family Services called **OCFS-4940**. This can be done immediately and does not require you to go to court.
2. The second way to go this is through a process called **Standby Guardianship**. This process requires filling with a court.

Respect For All

No child should feel unsafe at school, which is why NYCPS is committed to maintaining a safe and supportive learning environment that is free from harassment, intimidation, bullying, and discrimination. If your child tells you of feeling bullied or harassed, please report it immediately to school staff.

Visit schools.nyc.gov/RespectForAll for more information on how to report bullying.

Additional Resources

NYC Mayor's Office of Immigrant Affairs – MOIA Immigration Legal Support Hotline

800-354-0365

Monday–Friday, 9:00 a.m.–6:00 p.m.
Interpretation services available

The City of New York

311

Available all day, every day

Ask for "immigration"

Interpretation services available

Family Legal Care

212-343-1122

Monday–Friday, 9:00 a.m.–1:00 p.m.
and 2:00 p.m.–5:00 p.m.
Interpretation services available

Know Your Rights

nyc.gov/KnowYourRights

Learn about your rights and available protections.

Family Justice Centers

nyc.gov/FJC

Find support and services for survivors of domestic and gender-based violence.



This resource provides general information only. It is not legal advice. For legal advice, consult an attorney.