

# 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](https://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](https://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](https://nyc.gov/KnowYourRights)

Learn about your rights and available protections.

### **Family Justice Centers**

[nyc.gov/FJC](https://nyc.gov/FJC)

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

