**Child Care Reservation List Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Worker Name: |  | | |
| Worker Ph #: |  | | |
|  | Caretaker/Parent #1 | Caretaker/Parent #2 |  |
| Prime Number  (if available): |  |  |  |
| Last Name: |  |  |  |
| First Name: |  |  |  |
| M.I: |  |  |  |
| Title (Sr, Jr): |  |  |  |
| DOB: |  |  |  |
| SSN: |  |  |  |
| Sex: |  |  |  |
| Mailing address: |  |  |  |
| Language: |  |  |  |
| Alternate Format: |  |  |  |
| Phone #: |  |  |  |
| Email Address: |  |  |  |

Please send completed form in Outlook. Start by typing: **ERDC RESERVATION**

It should automatically pop up. If that does not work you may send it to the external email address which is [RESERVATION.ERDC@dhsoha.state.or.us](mailto:RESERVATION.ERDC@dhsoha.state.or.us)