

FREE Laminating at ELC of Duval

ELC of Duval understands child care teachers, directors and staff have classroom materials that need to be laminated, and we want to help by offering FREE laminating at our office.

Laminating Guidelines:

- Items smaller than 3 X 3 will not be laminated.
- Please remove all tape, staples or any other objects from your items to prevent damage to your lamination and to the laminating machine.
- Please provide a bag for your items to be placed in after lamination.



1. Drop Off- Southside (Main Office)

- **Monday-Thursday** from **7 a.m. - 6 p.m.**
- No appointment is needed.
- **No more than 50 pieces per center per week.**

2. At the office

- Sign in with the receptionist and write laminating as the reason for your visit.
- You will need to fill out a form.
- Items will be ready for pick up a week after your drop off date.
- Items will NOT be cut out.

3. Pick up

- You may pick up your items a week after you drop them off.
- No appointment is needed