Open/Close Policy:

Effective October 1, 2026

Each summer (*August to correspond with the CN Pears Annual Application*), CBS will reach out to every center and request an updated schedule of closure dates for the program year (October 1-Sempteber 30). This schedule will be due on a specified date (*most likely before August 31 to correspond with the CN Pears Annual application*).

When a center sends their closure dates, these dates should be immediately entered into QuickBase Open/Close field and into the CN Pears Application for the full year. If changes are made throughout the year, these should be edited or entered as needed. There is no consequence for a center that submits their dates on time.

If a center does not send their closure dates by the due date, CBS Food Program will input CBS's closure dates into QuickBase and into CN Pears. The center will be considered closed on all dates that CBS is closed. If the center calls and asks why they did not get a delivery, please refer to the ***Open/Close Phone Script***. The consequence is that the center that did not submit their open/close dates will not receive a double delivery to make up for that date of closure. The center will be responsible for providing the day's meals. The center can then send in their closure dates, and CBS staff should immediately update CN Pears and QuickBase with these dates to reflect that they submitted their dates and that the center does not miss out on meals again.