

Let's Talk about Children Logbook for Day Care for Infants and Toddlers

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‘Day care’ refers to any arrangement outside home, where children under day care age are regularly cared for, brought up and educated, usually during the caregivers’ working hours. ‘Day care’ does not refer to spending a few days with grandparents or friends, or alike. However, if they have an agreement of being responsible of the child and their care over a period of time, this is included in ‘day care’.

‘Caregiver’ refers to the child’s parents and other caregivers in the parenting role irrespective of their biological, social or legal background. We use “the Child” as a placeholder name for the child being discussed, but we encourage using the actual name in the discussion, and in the electronic logbook if possible.

The Let's Talk about Children logbook © Tytti Solantaus

Logbook on Let's Talk about Children Network Meeting © Mika Niemelä and Tytti Solantaus

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LETTER OF WELCOME

Dear Caregiver/s,

You have been invited to discuss your child's wellbeing along the lines of the Let's Talk about Children (LTC) approach. **Welcome to the discussion!** Here is a brief overview of the approach, hopefully answering some of your questions about what is ahead.

WHAT is LTC for?

LTC was developed to help caregiver/s and day care professionals to support children's wellbeing, learning and development in collaboration with each other and the child. The LTC discussion involves building a shared understanding around the child at home and in day care, and agreeing on action that is based on that understanding. **The aim is to contribute to the child's a day-to day life that supports their wellbeing, studies and development and to build mutually supportive collaboration between caregivers, child and day care and day care staff.**

HOW does this happen?

The practical part first. LTC consists of one or two discussion sessions and, if needed, LTC Network Meeting. Network Meeting includes a gathering of the individuals that are identified by the caregiver/s to explore opportunities to support the child. The maintenance of day care and day care professionals' confidentiality is covered in the LTC process.

As to the contents, LTC discussion focuses on the child's day-to-day life as **everyday interactions, encounters and routines are important to children and their wellbeing.** Caregiver/s and teachers have their own responsibilities for the child and also experiences with the child in everyday life. If shared, both parties' benefit, and especially the child. Shared understanding helps adults interact with the child in the best possible way in the course of ordinary days. **It is also hoped that the LTC approach helps caregiver/s and teachers appreciate even the smallest things that they do with the child in the course of the ordinary day.**

In the course of the discussion, the participants identify **strengths and vulnerabilities in the child's life.** This makes it possible to cherish the strengths and find solutions for the vulnerabilities, which happens with the help of the action plan. Factors at home and in day care that support child development are listed in Annex 1 and Annex 2 tells what strengths and vulnerabilities are.

It is time to start! I hope you have an interesting and inspiring discussion.

Regards

Tytti Solantaus

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LET'S TALK ABOUT CHILDREN INTERVENTION

Words of welcome and introduction of participants

A brief overview of the aims of LTC and what to expect during the discussion

Confidentiality and how the discussion is documented in children's records, as needed

Logbook and how it is used

The framework and themes for the discussion are documented in the logbook. The logbook serves as means to identify and discuss strengths and vulnerabilities in the child's life at home and in day care, and to make an action plan based on the discussion. **The logbook is not an assessment tool, nor a questionnaire to be completed.** Let's Talk about Children is **not** about making assessments of the caregiver/s' or the day care personnel's interaction skills and quality. It simply aims to understand the child's daily experiences.

The logbook is made for caregiver/s to keep and make notes on. You are most welcome to take it home and go back to any topic to reflect on it and discuss it further at home. It would be especially worthwhile to talk about the planned actions and how the whole family could get involved. Factors supporting children's wellbeing and development are presented in Annex 1

Strengths and vulnerabilities (See also Annex 2)

Strength: An area of the family life and of child's life outside home (day care, school and leisure environment) that is progressing well, including everyday routines, time spent together and activities with friends and the community.

Vulnerability: An area of the family life and of child's life outside home (day care, school, leisure environment) that might cause problems if nothing is done, or is already a concern which would benefit from further attention and support.

Two examples to be discussed with the caregivers

A shy child in a lively and loud class room (or some other example)

The child is very lonely, left alone. The shyness is a vulnerability in this context. Action plan: to help the child integrate (caregivers and teacher), and to help the day care mates learn to accept someone who is different in their group (teacher). Shyness could be a strength in another kind of environment.

A mother with alcohol problems takes the child to day care (or some other example).

The mother brings her child to the day care center with a hangover and the staff looks down on her. Overall, the child is doing well. Strength: The mother brings the child does this risking her own reputation, because she is sure that it is better for the child to play with other children in day care than stay at home with an ill mother.

DISCUSSING THE CHILD IN THE FLOW OF ORDINARY DAYS

1. A brief introductory discussion

- **To family members:** Would you like to share something about yourself and your family?
- **To the practitioner:** Would you like to share something about yourself and the day care setting?
- **How was it for you to come to the discussion?**
- **How would you describe the child?** (caregivers, practitioner) (Lead the discussion gently to the next topic)

2. Child's curiosity and interest in new things and learning

How would you describe the Child's interest in the world around and eagerness to get acquainted with it all?

Examples of Strengths: A child is curious of people around ... of one's own fingers, toes ... babbles ... looks at/ approaches/ touches ... tiny details like ants and others ... eager to start talking ... asks questions ... enjoys learning new skills ... is proud of them... a shy child is well supported by adults

Possible Vulnerabilities: A child lacks initiative to try out new things ... seems fearful ... not interested ... gets anxious/ frustrated in new situations ... adults find no time to support the child

The caregiver/s

The practitioner

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

3. Child's wellbeing and health

A discussion about the Child's wellbeing and health, mood and energy

What could be affecting the child's mood going up or down what have you noticed? How do you respond?

Examples of Strengths: A child has been healthy ... any health care problem is well taken care of ...a child is mainly in a good mood ... responds with smiles/movement/laughter ... expresses all kinds of emotions ...

Possible Vulnerabilities: A health problem has not received adequate attention ... child looks often sad or serious ... smiles seldom ... is fearful ... angry ... cries a lot ... does not search for/accept comforting ... a child clings to adults ... adults feel often helpless

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

4. Have you had any worries about the Child?

Would you tell more? Have you searched for help? Where? _____

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

Home and day care together

1. The child's engagement in and sense of belonging to day care

Does the Child enjoy day care? Participate in activities? Is the Child proud of being one of "the Squirrels" (or whatever their own group is called)?

Discuss also what the day care setting is like for this particular child. How do they match with each other?

Examples of Strengths: A child enjoys coming to day care ... the child moves about comfortably in the environment ... likes to joins adults ... wants to be part of what happens ...enjoys also being by oneself ... is accepted as they are by adults and children ...

Examples of Vulnerabilities. A child does not enjoy coming to day care ... is often alone ... needs and clings to an adult most of the day ... does not seem to have a place amongst the children ...adults find it difficult to help the child ...

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

2. Understanding the child's situation

If the necessary awareness exists, home and day care can support the child when there are stressors in the other. Understanding the overall situation of the child helps caregiver/s and workers interact with the child in the best possible way. Consider possible supporting action in the action plan.

- a. **Is there something in day care that may be affecting the child's wellbeing and should be considered by the caregiver and day care staff when interacting with the child?** For instance, the child group is restless and quarrelsome, an important peer or adult has left, an atmosphere of tension and exhaustion among day care personnel, etc.

Any problem: Vulnerability

- b. **Is there something in the child's life outside of day care that you would like to mention, something that should be considered by the caregiver/s and day care staff when interacting with the child?** For instance, birth of a new baby, moving, parental separation, a serious illness in the family, some other stressful situation, an atmosphere of tension and exhaustion at home etc.

Any problem: Vulnerability

3. Routines at home and in day care

Daily routines are often underestimated. Routines are not much paid attention to, however, they are the backbone of everyday life. They are new every day. When adults and children are happy and in full energy, the routines are done with smiles, while under stress, the tension and irritability show almost immediately in the routines and their atmosphere. This applies to home and day care, and also to children. A cranky toddler is a nightmare to dress, be it home or day care.

How do the daily routines go at home and in day care? What is the atmosphere like?

Examples of Strengths: The routine is usually fine and the atmosphere pleasant, although days can be different

Possible Vulnerabilities: There are often struggles in many or some of them and the atmosphere is tense, although days can be different

Home

Waking up and morning routines

Strength ☐ Vulnerability ☐

Leaving home and coming to day care

Strength ☐ Vulnerability ☐

Eating, mealtimes

Strength ☐ Vulnerability ☐

Getting dressed

Strength ☐ Vulnerability ☐

Nappies and using the potty/toilet

Strength ☐ Vulnerability ☐

Outdoor activities

Strength ☐ Vulnerability ☐

Screen time

Strength ☐ Vulnerability ☐

Leaving day care and coming home

Strength ☐ Vulnerability ☐

Evening routines

Strength ☐ Vulnerability ☐

Sleep and rest

Strength ☐ Vulnerability ☐

Day care

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

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Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

4. Wellbeing of caretakers at home and in day care

Small children are demanding and it is common for caregivers to feel stressed and exhausted, not only at home but also in day care. How have you been, how do you balance all the different tasks? Do you get support?

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

5. Collaboration and communication between home and day care

How would you describe the collaboration? Do you have any wishes and suggestions?

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

CHILD AND SOCIAL SITUATIONS

1. Child and interaction with caregivers at home and in day care

Discuss your time together with the Child at home and in day care. What do you enjoy particularly? Is there something that is difficult? What could be affecting the interaction on the child's and adult's part, what have you noticed?

Examples of Strengths: A child and adult enjoy playful interaction with songs, rhymes, toys, hide and seek ... doing chores together ... child is proud of their achievements ... asks adults to admire them... seeks and finds comfort from an adult ...

Possible Vulnerabilities: Adults find it difficult to find time to be with the child ... times together are short ... a child is silent and withdrawn ... hesitant to approach an adult ... a child clings to an adult, which might feel irritative to the adult ... a child is defiant with temper tantrums... adults find it difficult to understand the child ... to soothe and console ... to contain a child's temper tantrums ... interaction tends to be coloured by disciplinary issues and alike ... a child often gets negative feedback.

The caregiver/s

Strength ☐ Vulnerability ☐

The practitioner

Strength ☐ Vulnerability ☐

Play and interaction with other children including siblings

1. How would you describe the Child's ways of approaching and relating to other children?

Does the child enjoy the company of sisters /brothers, of other children? What do they do?

Have you noticed what impacts the interaction with other children?

Examples of Strengths: A child is interested in other children and vice versa ... looks at, approaches others ... initiates, responds to and enjoys contact ... likes also to play alone ... shows compassion to others in trouble ... quarrels over toys and temper tantrums are frequent, but can mostly be solved with adults' help...

Possible Vulnerabilities: A child has difficulties making contact with other children ... tends to withdraw ... is treated poorly by others/ left alone ... the child gets frustrated/ anxious ... tends to destroy one's own and others' play in anger ... might hurt others ... adults find it difficult to support the child ... a child gets often negative feedback

The caregiver/s

The practitioner

Strength ☐ Vulnerability ☐

Strength ☐ Vulnerability ☐

2. Disagreements and conflicts at home, in day care and with friends

How do disagreements and conflicts arise? What are they mostly about at home and in day care (the situations are likely to be different)?

How does the Child, other children and adults behave?

Has anyone, children or adults, lost their nerve and attacked someone verbally or physically? If this has happened, make a note on the action plan section to remind of needed action.

Note, however, that grabbing a toy from someone or pushing or hitting a peer are common at this age and so are such conflicts. Punishment is not the solution but support and guidance are in place for both of the children on how to deal with conflicts of interest. This means that such a behavior is not a vulnerability in an environment which handles it with understanding and support, while it is a vulnerability if it leads to repeated punishments and negative feedback to the child.

Examples of Strength: Disagreements and conflicts arise occasionally ... on various issues ... they might need adults' attention and interference, but are mostly resolved through dialogue ...

Possible Vulnerabilities: Conflicts predominate in relationships ... resolving them is hard or fails ... a child is submissive, becomes dominated by others, withdraws ... a child looks desperate ... might attack the other one ... an adult grabs a child roughly ... threatens the child with something that is important to the child ... a child gets repeated negative feedback

The child	Strength ☐	Vulnerability ☐
The caregiver/s	Strength ☐	Vulnerability ☐
The practitioner	Strength ☐	Vulnerability ☐

We are getting close to making the action plan. Two more issues to discuss!

1. Has something been forgotten, are there any delights or concerns not yet discussed?

Has something delightful happened that we have not talked about?

Is there anything that has happened or has bothered you and we have not talked about?

Big or small?

	Delight	Concern
The caregiver/s	Strength ☐	Vulnerability ☐
The practitioner	Strength ☐	Vulnerability ☐

2. Goals and thoughts of the child's upbringing

The goals and thoughts are likely to be somewhat different at home and in day care. Day care, for instance, has the possibility to guide children in making contact and playing with all kinds of children and managing disagreements and conflicts. The variety of cultural backgrounds at home and in day care can also feature in this very important conversation.

Examples of Strengths: The goals are similar and/or complement each other

Vulnerability: The goals, or some of them, conflict with one another

ACTION PLAN

The participants choose the main strengths and vulnerabilities to be the focus of action.

Then, plan specific and concrete courses of action based on the participants' possibilities and resources

and the practitioner's job description. **Use Annex 1 on factors that support child wellbeing and development** as a planning aid. Also consider whether additional resources are needed and the LTC Network Meeting should be called.

1. In terms of strengths, the parties agree on the following courses of action:

At home

In day care

2. In terms of vulnerabilities, the parties agree on the following courses of action:

At home

In day care

Involve the whole family and day care group in the action plan

Any action planned for home concerns the whole family. It is recommended that caregiver/s talk about the action plan with all family members, listen to what children of different ages have to say, encourage them to find more ideas and involve them in the planned courses of action. The same applies to day care.

Are more people needed to carry out the action plan? If yes, continue to plan Network Meeting and then, come back to Ending the session.

ENDING THE SESSION

How was it for you to make the action plan together?

What do you think of LTC as a whole?

What do you think, has it been helpful for you, the caregiver/s and practitioner? In what way?

Was it a disappointment? In what way?

Was there something problematic that you would like to go back to?

The author has one wish. You have discussed a large variety of topics and there has not been time to talk about them thoroughly. My wish is that if there is anything in your mind that you would like to discuss further, you would make an effort or even organize a way to continue the discussion. I refer to any issue sparked by these sessions, not only problems. **Overall, it is hoped that LTC serves as a spring board to interesting and innovative collaboration among caregivers, children and members of day care personnel.**

A reminder: Let's Talk about Children can be repeated at any time, especially if there are changes within the family, at day care or in friendships which may put the child's wellbeing at risk. The initiative can come from the teacher, caregivers and of course from child itself.

Thank you!

Planning Let's Talk about Children Network Meeting

- a) Explanation of the meeting process
- b) Parties agree on the topics, choose the relevant strengths and vulnerabilities and agree also on which topics the family does not wish to discuss
- c) Parties agree on who is to be invited and by whom

Chosen strengths and vulnerabilities, other topics?

- d) People to be invited and by whom

- d) The date and time of the meeting _____

LET'S TALK ABOUT CHILDREN NETWORK MEETING

1. The caregiver/s and/or the practitioner bid the participants **welcome**. Introductions.
2. The leader of the meeting gives everyone a preliminary **outline of the meeting and describes how it has been prepared**.
3. Family members and/or the practitioner, in agreed order, describe **the reasons for the meeting and the areas of desired action**.
4. **Discussion: caregiver/s and invited participants**
 - a) Clarifying questions and points of view
 - b) Ideas on how to proceed on each item
 - c) Turn the ideas into concrete actions and agree on them.
5. **Write a memorandum** stating the agreed courses of action (template below). Use a flip chart or project the memorandum on a wall. **All participants should receive a copy of the memorandum** at the end of the meeting, if agreed by the caregivers.
 - a) Service workers are usually at the top of the list, followed by the family's social network and the family members. This way, the family can plan their own actions based on the overall effort. If called for, the order can be changed.
6. **A follow-up meeting is recommended**, to let the involved parties note what has been achieved and whether a new meeting is called for. The time between meetings and the number of meetings depend on the child's and the family's situation.

 The follow-up meeting begins with a short outline of the current situation and a look at whether the plans have been realised. Then, discuss what everyone has learned for the future while implementing the plan. If further action is called for, write a new memorandum stating what courses of action should proceed as they are and what else you wish to do.

Set up the date and agree on who will be there.
7. The leader of the meeting makes a summary, gives everyone the memorandum, thanks the participants and declares the meeting closed.

*Format the memorandum

Network meeting _____(date)

Topics (for example 1-4)	Topic 1: Topic 2: Topic 3: Topic 4:	
Participants	I agree to do the following: What (specific action)/When (e.g. date, time of day)	Follow-up meeting, date

Annex 1

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FACTORS AT HOME AND DAY CARE THAT SUPPORT CHILDREN'S WELLBEING AND DEVELOPMENT

1. **Warm and functional relationships among family members. The child is cherished as an important member of the family.** The family has relationships with the extended family, if possible, and activities with a circle of family friends.
2. **The child has hobbies and friends to their liking.** Activities are constructive and also include physical exercise and outdoor activities. The child has friends also at day care and feels part of the peer community. Adults are interested in and aware of the child's whereabouts.
3. **The caregivers care about the child's life at day care,** show interest in the day care day, discuss homework and what the child is learning, show support when something feels difficult and celebrate achievements.
4. **The teachers' relationship with the child is positive and productive.** The child feels that the teachers appreciate, understand and support them and are interested in their affairs. The child's achievements are noted, even small ones. When having difficulties, the child can ask for and receive help, and feels supported.
5. **A day-to-day life at home and day care that is as functional as possible.** This includes daily routines and interaction starting from morning activities to evening routines, sleep and rest. The child is aware of the rules at home and day care. They have their own tasks to carry out and to be proud of.
6. **The child's ordinary day** includes joy and achievement as well situations, when the child feels liked, valued and special. These feelings come from the way adults look at the child, their facial expressions, gestures and tone of their voice, and the way they stop to listen and talk when the child has something to say. They are also expressed in the way adults speak of the child when they are not present. This applies to both home and day care.
7. **In case of problems affecting life at home, day care and leisure time environments,** the child is helped to make sense of what is happening and to cope with the situation.
8. **Engagement in and a sense of belonging to day care.** The child feels motivated to go to day care and is valued by the teacher and appreciated in the student group.

9. **The child's feelings, mood and behaviour are understood.** Home and day care co-operate to support them through difficult times, while delights and successes are reasons for common celebration.
10. **Even if the child has problems,** they are not branded as problem children.
The following is understood:
 - a. Any problems that the child may have **do not define the child or their future**
 - b. Negative labels will **influence the way the child is treated** and affect their learning and development
 - c. **Problems in the child's life and coping with them are the result of interplay,** which adults can have an effect on.
11. **The child's caregivers and family background** are discussed in a respectful and warm manner at day care, and the same respect is shown when talking about **the teachers at home.** The child feels that any differences in the child itself or in their family are understood and respected at day care. The child feels safe and trustful at home and at day care.
12. **Good parent-teacher co-operation.** Every child needs to feel that the adults in their life co-operate and respect one another. This is especially important for children who are having difficulties.

Annex 2

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What are strengths and vulnerabilities?

1. **Strength.** In the LTC approach, strength means something that functions well in the child's day-to-day life. When discussing what the child's day looks like, the answer 'It's okay, I guess' reveals a strength. Situations that increase joy and pleasure also count as strengths. **Focusing on strengths is important for everyone, but more-so for anyone facing challenges. In such cases, strengths and nurturing them are acts of resilience.**
2. **Vulnerability.** In the LTC approach, a vulnerability is a situation that contains problems or can lead to problems if nothing is done. Vulnerabilities often arise when a change in the child's environment touches a particularly sensitive area in the child's life.

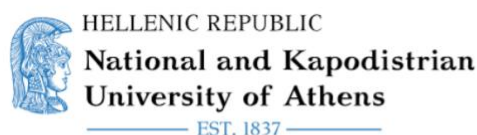
Example 1. In a child with a strong and quick temperament, a restless classroom can lead to behavioural and learning difficulties, which can also manifest as irritability at home. If a child is timid, a home environment that has become isolated due to caregiver/s' depression, can make the child even more reserved at day care. **Situations like these are vulnerabilities.** It is important to identify them and to take them into account in the child's everyday life at home and at day care (re. LTC action plan), before possible problems develop.

3. **Strengths and vulnerabilities are not inherent to the child itself.** They stem from the interplay between the child and the environment. Children's temperaments and behaviours differ without children intending problems in themselves. However, a temperamental characteristic might lead to difficulties depending on the environment. **It usually concerns a problem in the match between the child and the environment.** Therefore, it is important to understand that 'vulnerability' does not mean a problem in the child itself and that adults can have an impact upon them.

Example 2. A sensitive and shy child might become or has already become isolated and lonely in a very active and outgoing student group. Therefore, their shyness is marked down as a vulnerability. The aim is to raise adults' awareness: **The child and the student group need extra support and attention to help the shy student establish their place in the group and the group to learn to include someone who is different.** How to do this is part of the action plan. In another kind of environment, shyness might be a strength.

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